

**INTERNAL SERVICES GROUP  
SUMMARY**

	<u>Page #</u>	<u>Approp</u>	<u>Revenue</u>	<u>Local Cost</u>
<b><u>GENERAL FUND</u></b>				
ARCHITECTURE AND ENGINEERING	3-1-1	634,174	-	634,174
FACILITIES MANAGEMENT:				
ADMINISTRATION	3-2-27	385,060	-	385,060
CUSTODIAL DIVISION	3-2-1	3,402,566	1,706,888	1,695,678
GROUNDS DIVISION	3-2-7	1,456,154	639,000	817,154
HOME REPAIR PROGRAM	3-2-14	-	-	-
MAINTENANCE DIVISION	3-2-20	7,185,160	3,300,000	3,885,160
UTILITIES	3-2-31	15,730,303	-	15,730,303
PURCHASING	3-4-1	1,112,209	10,000	1,102,209
REAL ESTATE SERVICES:				
REAL ESTATE SERVICES	3-5-1	2,264,196	1,573,500	690,696
RENTS AND LEASES	3-5-9	571,138	323,000	248,138
TOTAL GENERAL FUND		<u>32,740,960</u>	<u>7,552,388</u>	<u>25,188,572</u>
<b><u>SPECIAL REVENUE FUND</u></b>		<u>Approp</u>	<u>Revenue</u>	<u>Fund Balance</u>
REAL ESTATE SERVICES:				
CHINO AGRICULTURAL PRESERVE	3-5-12	3,900,640	862,498	3,038,142
<b><u>INTERNAL SERVICES FUNDS</u></b>		<u>Operating Expense</u>	<u>Revenue</u>	<u>Revenue Over (Under) Exp</u>
FLEET MANAGEMENT:				
GARAGE AND WAREHOUSE	3-3-1	7,343,777	8,191,300	847,523
MOTOR POOL	3-3-6	8,415,009	11,265,463	2,850,454
PURCHASING:				
CENTRAL STORES	3-4-5	8,306,235	8,510,000	203,765
MAIL AND COURIER SERVICES	3-4-10	7,870,713	8,100,000	229,287
PRINTING SERVICES	3-4-15	2,641,808	2,805,000	163,192
TOTAL INTERNAL SERVICES FUNDS		<u>34,577,542</u>	<u>38,871,763</u>	<u>4,294,221</u>

## OVERVIEW OF BUDGET

DEPARTMENT: ARCHITECTURE & ENGINEERING  
DIRECTOR: G. DANIEL OJEDA  
BUDGET UNIT: AAA ANE

### I. GENERAL PROGRAM STATEMENT

Architecture & Engineering is responsible for the planning, design and administration of the county's Capital Improvement Program. The staff prepares bid packages and advertisements for bid, negotiates and administers projects for design and construction, and provides inspection and construction project management services through completion of the project. Project costs are reimbursed from departments and the general fund where appropriate.

### II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	567,126	645,063	610,842	634,174
Total Revenue	13,464	5,000	10,461	-
Local Cost	553,662	640,063	600,381	634,174
Budgeted Staffing		25.0		25.0
<b>Workload Indicators</b>				
Construction Contracts Awarded	88	106	93	
Consultant Agreements	57	41	91	
Projects Managed				165
Inspections Performed				1,804
Construction Estimates Completed				120

New workload indicators were established to reflect a more concise measurement of functions performed.

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

#### STAFFING CHANGES

Changes in staffing reflect conversion of a Contract Chief Building Construction Engineer to a regular Building Construction Engineer III. The requested position will be in a lower salary range. This position will manage complex projects and assist in the supervision of lower level project management staff to effectively meet completion goals.

#### PROGRAM CHANGES

None.

#### OTHER CHANGES

None.

### IV. VACANT POSITION IMPACT

The department has a total of 2.0 vacant budgeted positions in their 2003-04 Department Request budget. The breakdown of these positions are as follows:

Vacant Budgeted Not In Recruitment	2.0	Slated for Deletion
Vacant Budgeted In Recruitment	0.0	Retain
Total Vacant	2.0	

## ARCHITECTURE AND ENGINEERING

### Vacant Position Restoration Request:

The department has submitted a policy item to restore 2.0 vacant budgeted positions that are slated for deletion.

CAO Rec	Item	Program	Budgeted Staff	Program Description
	1	CIP	2.0 \$148,604 Revenue Supported	2.0 Building Construction Engineer II positions for program management of Capital Improvement Program projects.

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

None.

GROUP: Internal Services  
DEPARTMENT: Architecture & Engineering  
FUND: General AAA ANE

FUNCTION: General  
ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<b><u>Appropriation</u></b>					
Salaries and Benefits	1,841,911	2,027,376	182,409	-	2,209,785
Services and Supplies	211,935	231,252	(31,583)	-	199,669
Central Computer	20,016	20,016	(6,286)	-	13,730
Transfers	8,903	9,500	(162)	-	9,338
Total Exp Authority	2,082,765	2,288,144	144,378	-	2,432,522
Reimbursements	(1,471,923)	(1,643,081)	(150,267)	-	(1,793,348)
Total Appropriation	610,842	645,063	(5,889)	-	639,174
<b><u>Revenue</u></b>					
Other Revenue	10,461	5,000	-	-	5,000
Total Revenue	10,461	5,000	-	-	5,000
Local Cost	600,381	640,063	(5,889)	-	634,174
Budgeted Staffing		25.0	-	-	25.0

GROUP: Internal Services  
DEPARTMENT: Architecture & Engineering  
FUND: General AAA ANE

FUNCTION: General  
ACTIVITY: Property Management

ARCHITECTURE AND ENGINEERING

ANALYSIS OF 2003-04 BUDGET

	E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I+J K 2003-04 Recommended Budget
<b>Appropriation</b>							
Salaries and Benefits	2,209,785	16,310	2,226,095	(148,604)	<b>2,077,491</b>	-	2,077,491
Services and Supplies	199,669	(4,496)	195,173	-	<b>195,173</b>	-	195,173
Central Computer	13,730	-	13,730	-	<b>13,730</b>	-	13,730
Transfers	<u>9,338</u>	<u>2,594</u>	<u>11,932</u>	<u>-</u>	<u><b>11,932</b></u>	<u>-</u>	<u>11,932</u>
Total Exp Authority	2,432,522	14,408	2,446,930	(148,604)	<b>2,298,326</b>	-	2,298,326
Reimbursements	(1,793,348)	(19,408)	(1,812,756)	148,604	<u><b>(1,664,152)</b></u>	-	(1,664,152)
Total Appropriation	639,174	(5,000)	634,174	-	<b>634,174</b>	-	634,174
<b>Revenue</b>							
Current Services	5,000	(5,000)	-	-	<u>-</u>	-	-
Total Revenue	5,000	(5,000)	-	-	<u>-</u>	-	-
Local Cost	634,174	-	634,174	-	<b>634,174</b>	-	634,174
Budgeted Staffing	25.0	-	25.0	(2.0)	<b>23.0</b>	-	23.0

## ARCHITECTURE AND ENGINEERING

Base Year Adjustments		
Salaries and Benefits	53,384	MOU.
	102,936	Retirement.
	<u>26,089</u>	Risk Management Workers Comp.
	<u>182,409</u>	
Services and Supplies	(25,603)	4% Spend Down Plan.
	4,020	Risk Management Liabilities.
	<u>(10,000)</u>	30% Cost Reduction Plan.
	<u>(31,583)</u>	
Central Computer	<u>(6,286)</u>	
Transfers	<u>(162)</u>	Incremental change in EHAP.
Reimbursements	<u>(150,267)</u>	Increase correlates to increase in salaries and benefits.
Total Base Year Appropriation	<u>(5,889)</u>	
Total Base Year Revenue	<u>-</u>	
Total Base Year Local Cost	<u>(5,889)</u>	

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Recommended Program Funded Adjustments		
Salaries and Benefits	16,310	Increase due to equity adjustment approved by the Board in January 2002 for Executive Secretary II and various step increases.
Services & Supplies	<u>(4,496)</u>	GASB 34 Accounting Change (EHAP).
Transfers	4,496	GASB 34 Accounting Change (EHAP).
	<u>(1,902)</u>	Decrease in PSG payroll charges.
	<u>2,594</u>	
Reimbursements	(19,408)	Increase due to MOU salary increases that are passed on to the various Capital Improvement Projects.
Total Appropriation	<u>(5,000)</u>	
Total Revenue	<u>(5,000)</u>	Decrease due to revenues are now included in reimbursements.
Local Cost	<u>-</u>	

## ARCHITECTURE AND ENGINEERING

### Vacant Position Impact Summary

	<u>Authorized</u>	<u>Budgeted Staffing</u>	<u>Salary and Benefit Amount</u>	<u>Reimbursements</u>	<u>Local Cost</u>
Vacant Budgeted Not In Recruitment - Delete	2	2.0	148,604	148,604	-
Vacant Budgeted In Recruitment - Retain	-	-	-	-	-
Total Vacant	2	2.0	148,604	148,604	-
Recommended Restoration of Vacant Deleted	-	-	-	-	-

### Vacant Position Impact Detail

	<u>Position Number</u>	<u>Budgeted Staffing</u>	<u>Salary and Benefit Amount</u>	<u>Reimbursements</u>	<u>Local Cost</u>
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Note: If position is seasonal indicate next to Classification (Seasonal - May through August)

#### Vacant Budgeted Not In Recruitment

<i>Building Construction Engineer II</i>	10497	(1.0)	(74,302)	(74,302)	-
<i>Building Construction Engineer II</i>	LY 301059	(1.0)	(74,302)	(74,302)	-
Subtotal Recommended - <b>Delete</b>		(2.0)	(148,604)	(148,604)	-
Total Slated for Deletion		(2.0)	(148,604)	(148,604)	-

#### Vacant Budgeted In Recruitment - Retain

	-	-	-	-	-
Total in Recruitment Remain	-	-	-	-	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.  
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

ARCHITECTURE AND ENGINEERING

POLICY DESCRIPTION FORM

Department/Group: Architecture & Engineering/ISG Budget Code: AAA ANE  
 Title: Restoration of 2 BCE II Positions (10497 & LV301059)

PRIORITY: Rank 1 of 1 FUNDING: Full Year ☒ Other ☐ \_\_\_\_\_ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

See Attached

	2003-04	Ongoing 2004-05
<b>APPROPRIATIONS</b>		
Salaries & Benefits (attach additional page if required)	\$ 148,604	\$ 153,062

CLASSIFICATIONS		
Budgeted Staff	Title	Amount
2.0	BCE II	148,604

Services & Supplies

Other (specify) \_\_\_\_\_

Equipment

FIXED ASSETS	
Item	Amount

Reimbursements (specify) <u>5011 Transfers In</u>	(148,604)	(153,062)
Total:	\$ 0	\$ 0

REVENUE (specify source)		
Total:	\$ 0	\$ 0

LOCAL COST	\$ 0	\$ 0
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## **ARCHITECTURE AND ENGINEERING**

### **Policy Item #1 of 1 - Restoration of 2 BCE II Positions (10497 & LV301059)**

One Building Construction Engineer II (BCE II) position has been vacant for six months, as the result of the promotion of an employee to Building Construction Engineer III (BCE III). A second BCE II position was new for fiscal year 2002-03, and therefore, has been frozen all year. Architecture & Engineering (A&E) had Human Resources (HR) advertise for the BCE II position in newspapers during October 2002 and only two applications were received. A&E had HR expand the recruitment to trade magazines in November and December 2002. Recruitment was halted with the hiring freeze in January 2003, and as a result A&E did not pursue filling the BCE II position. In the interim, A&E has worked with HR to modify the job requirements in order to attract more candidates.

A&E is currently using an outside consulting firm to help manage some of the projects. Filling the vacant BCE II positions would allow the department to manage these projects with in-house county staff instead of more expensive outside consultants.

The current workload of over 155 projects, which are being managed by the department, far exceeds the number for a project management staff of eight currently filled positions to handle successfully. The number of projects will increase as a result of new mid-year projects submitted for approval by departments, additional ECD funded projects, and new 2003-04 approved Capital Improvement Program (CIP) projects.

The costs for these positions are 100% reimbursable to the general fund from the CIP budget. The BCE II positions are not part of the department's 30% spend down plan.

## OVERVIEW OF BUDGET

DEPARTMENT: FACILITIES MANAGEMENT DEPARTMENT  
DIRECTOR: DAVE GIBSON

2003-04

	<b>Appropriations</b>	<b>Revenue</b>	<b>Local Cost</b>	<b>Staffing</b>
Custodial Division	3,402,566	1,706,888	1,695,678	54.9
Grounds Division	1,456,154	639,000	817,154	23.7
Home Repair Program	-	-	-	12.0
Maintenance Division	7,185,160	3,300,000	3,885,160	57.4
Administration	385,060	-	385,060	4.0
Utilities	15,730,303	-	15,730,303	-
<b>TOTAL</b>	<b>28,159,243</b>	<b>5,645,888</b>	<b>22,513,355</b>	<b>152.0</b>

### BUDGET UNIT: CUSTODIAL DIVISION (AAA FMD FMC)

#### I. GENERAL PROGRAM STATEMENT

The Custodial Division of the Facilities Management Department administers the county's custodial services provided to county owned and some leased facilities through a combination of county employees and contract custodial service providers.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Estimated 2002-03</b>	<b>Department Request 2003-04</b>
Total Appropriation	2,898,918	3,656,870	3,093,100	3,402,566
Total Revenue	1,366,533	1,962,190	1,680,180	1,706,888
Local Cost	1,532,385	1,694,680	1,412,920	1,695,678
Budgeted Staffing		63.0		54.9
<b><u>Workload Indicators</u></b>				
Square Feet Maintained:				
In-House	1,199,312	1,199,312	1,304,314	1,304,314
Contracted	851,906	851,906	837,843	837,843

Variance in 2002-03 is a result of vacant positions due to a high turnover rate that directly impacted revenues.

Workload indicators have changed slightly for the custodial division. Square footage maintained in house has increased mostly due to the addition of West Valley Juvenile Hall. The decrease in contracted custodial square footage is caused by a small portion of West Valley Juvenile Hall that was previously contracted out and is now maintained in house.

#### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

##### **STAFFING CHANGES**

Budget staffing reduction of 8.1 includes the deletion of two part time (1.0 budgeted staffing) Building Services Janitors and 1.0 Custodian I as outlined in the Facilities Management Department 4% spend down plan. The portion of the 30% Cost Reduction Plan implemented includes the deletion of 2.0 Custodian I positions and 1.0 Supervising Custodian. In addition to these position deletions, the department has deleted 1.0 Supervising Custodian, 1.0 Custodian, and reduced funding to 73% of four Custodian I positions (1.1 budgeted staffing) due to a Risk Management Worker's Compensation Experience Modification charge.

**FACILITIES MANAGEMENT**

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

**IV. VACANT POSITION IMPACT**

The department has a total of 7.3 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	7.3	Slated for Deletion
Vacant Budgeted In Recruitment	<u>0.0</u>	Retain
Total Vacant	7.3	

**Vacant Position Restoration Request:**

The department is not requesting restoration of any vacant budgeted positions that are slated for deletion.

**IV. OTHER POLICY ITEMS**

None.

**V. FEE CHANGES**

None.

GROUP: Internal Services  
DEPARTMENT: Facilities Management - Custodial  
FUND: General AAA FMD FMC

FUNCTION: General  
ACTIVITY: Property Management

FACILITIES MANAGEMENT

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<b><u>Appropriation</u></b>					
Salaries and Benefits	1,651,460	2,093,339	50,981	-	2,144,320
Services and Supplies	1,441,640	1,538,531	(52,036)	-	1,486,495
Equipment	-	25,000	(25,000)	-	-
Transfers	-	-	(611)	-	(611)
Total Appropriation	3,093,100	3,656,870	(26,666)	-	3,630,204
<b><u>Revenue</u></b>					
Current Services	1,680,180	1,962,190	(16,000)	-	1,946,190
Total Revenue	1,680,180	1,962,190	(16,000)	-	1,946,190
Local Cost	1,412,920	1,694,680	(10,666)	-	1,684,014
Budgeted Staffing		63.0	(5.0)	-	58.0

GROUP: Internal Services  
DEPARTMENT: Facilities Management - Custodial  
FUND: General AAA FMD FMC

FUNCTION: General  
ACTIVITY: Property Management

FACILITIES MANAGEMENT

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<b>Appropriation</b>							
Salaries and Benefits	2,144,320	36,958	2,181,278	(241,040)	<b>1,940,238</b>	-	1,940,238
Services and Supplies	1,486,495	(276,129)	1,210,366	-	<b>1,210,366</b>	-	1,210,366
Equipment	-	-	-	-	-	-	-
Transfers	(611)	11,533	10,922	-	<b>10,922</b>	-	10,922
Total Appropriation	3,630,204	(227,638)	3,402,566	(241,040)	<b>3,161,526</b>	-	3,161,526
<b>Revenue</b>							
Current Services	1,946,190	(239,302)	1,706,888	-	<b>1,706,888</b>	-	1,706,888
Total Revenue	1,946,190	(239,302)	1,706,888	-	<b>1,706,888</b>	-	1,706,888
Local Cost	1,684,014	11,664	1,695,678	(241,040)	<b>1,454,638</b>	-	1,454,638
Budgeted Staffing	58.0	(3.1)	54.9	(7.3)	<b>47.6</b>	-	47.6

## FACILITIES MANAGEMENT

### Recommended Program Funded Adjustments

Salaries and Benefits	(52,695)	4% Spend Down Plan - delete 1.0 Building Services Janitors and 1.0 Custodian I.
	52,283	MOU.
	89,174	Retirement.
	16,803	Risk Management Workers Comp.
	43,851	Full year funding for custodial positions at West Valley Juvenile Hall.
	<u>(98,435)</u>	30% Cost Reduction Plan - delete 2.0 Custodian I's and 1.0 Supervising Custodian.
	<u>50,981</u>	
Services & Supplies	(9,600)	4% Spend Down Plan.
	5,574	Risk Management Liabilities.
	<u>(48,010)</u>	30% Cost Reduction Plan.
	<u>(52,036)</u>	
Equipment	<u>(25,000)</u>	4% Spend Down Plan.
Transfers	<u>(611)</u>	Incremental Change in EHAP.
Total Appropriation	<u>(26,666)</u>	
Total Revenue	<u>(16,000)</u>	4% Spend Down Plan.
Local Cost	<u>(10,666)</u>	

### Recommended Program Funded Adjustments

Salaries & Benefits	99,803	Worker's Compensation - Experience Modification Charge.
	(108,721)	Delete 1.0 Supervising Custodian and 2.1 Custodian I.
	45,876	Miscellaneous step increases.
	<u>36,958</u>	
Services & Supplies	(264,596)	Decrease due to less than anticipated expenditures in contract services.
	<u>(11,533)</u>	GASB 34 Accounting Change (EHAP).
	<u>(276,129)</u>	
Transfers	<u>11,533</u>	GASB 34 Accounting Change (EHAP).
Total Appropriation	<u>(227,638)</u>	
Revenue		
Current Services	<u>(239,302)</u>	Anticipated reduction in services provided to departments.
Total Revenue	<u>(239,302)</u>	
Local Cost	<u>11,664</u>	

## FACILITIES MANAGEMENT

### Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	9	7.3	(241,040)	-	(241,040)
Vacant Budgeted In Recruitment - Remain	-	-	-	-	-
Total Vacant	9	7.3	(241,040)	-	(241,040)
Recommended Restoration of Vacant Deleted		-	-	-	-

### Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
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Note: If position is seasonal indicate next to Classification (Seasonal - May through August)

#### Vacant Budgeted Not In Recruitment

<b>Custodian I</b>	<b>968</b>	<b>(.7)</b>	<b>(23,718)</b>	-	<b>(23,718)</b>
Custodian I	978	(1.0)	(33,342)	-	(33,342)
<b>Custodian I</b>	<b>1017</b>	<b>(.7)</b>	<b>(23,718)</b>	-	<b>(23,718)</b>
<b>Custodian I</b>	<b>1024</b>	<b>(.7)</b>	<b>(23,715)</b>	-	<b>(23,715)</b>
<b>Custodian I</b>	<b>1027</b>	<b>(.7)</b>	<b>(23,718)</b>	-	<b>(23,718)</b>
<b>Custodian I</b>	<b>1033</b>	<b>(1.0)</b>	<b>(32,694)</b>	-	<b>(32,694)</b>
<b>Custodian I</b>	<b>77387</b>	<b>(1.0)</b>	<b>(32,694)</b>	-	<b>(32,694)</b>
<b>Custodian I</b>	<b>77388</b>	<b>(1.0)</b>	<b>(32,694)</b>	-	<b>(32,694)</b>
<b>Custodian I</b>	<b>99157</b>	<b>(.5)</b>	<b>(14,747)</b>	-	<b>(14,747)</b>
Subtotal Recommended - <b>Delete</b>		(7.3)	(241,040)	-	(241,040)
Subtotal Recommended - <b>Retain</b>		-	-	-	-
Total Slated for Deletion		(7.3)	(241,040)	-	(241,040)

#### Vacant Budgeted In Recruitment - **Retain**

Total in Recruitment Retain	-	-	-	-	-
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NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.  
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

## FACILITIES MANAGEMENT

### BUDGET UNIT: GROUNDS DIVISION (AAA FMD FMG)

#### I. GENERAL PROGRAM STATEMENT

The Facilities Management Department Grounds Division is responsible for the grounds maintenance services provided to county owned facilities and some leased facilities through a combination of in house personnel and private grounds maintenance service providers.

#### II. BUDGET & WORKLOAD HISTORY

	<u>Actual</u> <u>2001-02</u>	<u>Budget</u> <u>2002-03</u>	<u>Estimated</u> <u>2002-03</u>	<u>Department</u> <u>Request</u> <u>2003-04</u>
Total Appropriation	1,271,781	1,595,135	1,368,125	1,456,154
Total Revenue	716,904	753,370	700,000	639,000
Local Cost	554,877	841,765	668,125	817,154
Budgeted Staffing		28.0		23.7
<b><u>Workload Indicators</u></b>				
Acres Maintained	715	715	720	720

Variance in budget is a result of vacant positions and savings in services and supplies.

#### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

##### **STAFFING CHANGES**

Budgeted staffing reduction of 4.3 includes the deletion of 1.0 Supervising Grounds Caretaker as outlined in the Facilities Management Department 4% spend down plan. The portion of the 30% Cost Reduction Plan implemented includes the deletion of 1.0 General Maintenance Worker and 1.0 Grounds Caretaker I. Additionally, the department has deleted 1.0 Grounds Caretaker II and reduced funding to 73% for a Grounds Caretaker I (0.3 budgeting staffing) to offset loss of revenue from the old County Medical Center site.

##### **PROGRAM CHANGES**

None.

##### **OTHER CHANGES**

None.

#### IV. VACANT POSITION IMPACT

The department has a total of 2.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	2.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>0.0</u>	Retain
Total Vacant	2.0	



## FACILITIES MANAGEMENT

### **Vacant Position Restoration Request:**

The department has submitted a policy item for the restoration of 2.0 Grounds Caretaker I's that are slated for deletion. The County Administrative Office recommends Policy Item #1 to restore the 2.0 vacant budgeted positions that would provide landscape maintenance at the Arrowhead Regional Medical Center (ARMC). This restoration is being recommended in order to replace Public Service Employees that are currently providing this service. All costs are 100% reimbursable from ARMC.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	Grounds Services	2.0 \$72,338 Revenue Supported	2.0 Grounds Caretakers that provide landscape maintenance at ARMC.

### **V. OTHER POLICY ITEMS**

None.

### **VI. FEE CHANGES**

None.

GROUP: Internal Services  
DEPARTMENT: Facilities Management - Grounds  
FUND: General AAA FMD FMG

FUNCTION: General  
ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<b>Appropriation</b>					
Salaries and Benefits	954,898	1,096,809	(17,718)	-	1,079,091
Services and Supplies	413,227	498,326	(30,039)	-	468,287
Central Computer	-	-	894	-	894
Transfers	-	-	(424)	-	(424)
Total Appropriation	1,368,125	1,595,135	(47,287)	-	1,547,848
<b>Revenue</b>					
Current Services	700,000	753,370	(8,000)	-	745,370
Total Revenue	700,000	753,370	(8,000)	-	745,370
Local Cost	668,125	841,765	(39,287)	-	802,478
Budgeted Staffing		28.0	(3.0)	-	25.0

GROUP: Internal Services  
DEPARTMENT: Facilities Management - Grounds  
FUND: General AAA FMD FMG

FUNCTION: General  
ACTIVITY: Property Management

FACILITIES MANAGEMENT

ANALYSIS OF 2003-04 BUDGET

	E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I+J K 2003-04 Recommended Budget
<b><u>Appropriation</u></b>							
Salaries and Benefits	1,079,091	(29,057)	1,050,034	(72,338)	<b>977,696</b>	72,338	1,050,034
Services and Supplies	468,287	(67,916)	400,371	-	<b>400,371</b>	-	400,371
Central Computer	894	-	894	-	<b>894</b>	-	894
Transfers	(424)	5,279	4,855	-	<b>4,855</b>	-	4,855
Total Appropriation	1,547,848	(91,694)	1,456,154	(72,338)	<b>1,383,816</b>	72,338	1,456,154
<b><u>Revenue</u></b>							
Current Services	745,370	(106,370)	639,000	(72,338)	<b>566,662</b>	72,338	639,000
Total Revenue	745,370	(106,370)	639,000	(72,338)	<b>566,662</b>	72,338	639,000
Local Cost	802,478	14,676	817,154	-	<b>817,154</b>	-	817,154
Budgeted Staffing	25.0	(1.3)	23.7	(2.0)	<b>21.7</b>	2.0	23.7

## FACILITIES MANAGEMENT

### Base Year Adjustments

Salaries and Benefits	(40,727)	4% Spend Down Plan - delete 1.0 Supervising Grounds Caretaker.
	30,392	MOU.
	54,056	Retirement.
	9,655	Risk Management Workers Comp.
	(71,094)	30% Cost Reduction Plan - delete 1.0 General Maintenance Worker and 1.0 Grounds Caretaker I.
	<u>(17,718)</u>	
Services and Supplies	(7,922)	4% Spend Down Plan.
	1,047	Risk Management Liabilities.
	(23,164)	30% Spend Down Plan.
	<u>(30,039)</u>	
Central Computer	<u>894</u>	
Transfers	<u>(424)</u>	Incremental change in EHAP.
Total Appropriation	<u>(47,287)</u>	
Total Revenue	<u>(8,000)</u>	4% Spend Down Plan.
Local Cost	<u>(39,287)</u>	

### Recommended Program Funded Adjustments

Salaries and Benefits	(50,007)	Delete 1.0 Grounds Caretaker II and 0.3 Grounds Caretaker I.
	20,950	Projected step increases.
	<u>(29,057)</u>	
Services and Supplies	(62,637)	Reduce budget for Tree Trimming and Grounds Maintenance Contractors to align with projected spending for next year.
	(5,279)	GASB 34 Accounting Change (EHAP).
	<u>(67,916)</u>	
Transfers	<u>5,279</u>	GASB 34 Accounting Change (EHAP).
Total Appropriation	<u>(91,694)</u>	
Revenue		
Current Services	(106,370)	Revenue Reduction primarily consists of loss of funding to maintain grounds at old County Medical Center site.
	<u>(106,370)</u>	
Total Revenue	<u>(106,370)</u>	
Local Cost	<u>14,676</u>	

## FACILITIES MANAGEMENT

### Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	2	2.0	72,338	72,338	-
Vacant Budgeted In Recruitment - Retain	-	-	-	-	-
Total Vacant	2	2.0	72,338	72,338	-
Recommended Restoration of Vacant Deleted		2.0	72,338	72,338	-

### Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					

Vacant Budgeted Not In Recruitment

		-	-	-	-
Subtotal Recommended - <b>Delete</b>		-	-	-	-
<i>Grounds Caretaker I</i>	2359	(1.0)	(36,169)	(36,169)	-
<i>Grounds Caretaker I</i>	76360	(1.0)	(36,169)	(36,169)	-
Subtotal Recommended - <b>Retain</b>		(2.0)	(72,338)	(72,338)	-
Total Slated for Deletion		(2.0)	(72,338)	(72,338)	-

#### Vacant Budgeted In Recruitment - Retain

		-	-	-	-
Total in Recruitment Retain		-	-	-	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.  
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

## FACILITIES MAGAGEMENT

## POLICY DESCRIPTION FORM

Department/Group: Facilities Management-Grounds/ISG Budget Code: AAA FMD FMG  
 Title: Grounds Caretaker I

PRIORITY: Rank 1 of 1 FUNDING: Full Year ☒ Other ☐ \_\_\_\_\_ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

These positions perform landscape at Arrowhead Regional Medical Center. Facilities Mangement is fully reimbursed for these positions. Currently, Public Service Employees (PSE) are performing these duties. PSE's were used to determine what level of service is needed by ARMC. The intent, once the level of service was determined, was to eliminate the PSE's and fill with full-time permanent positions. ARMC has agreed to cover all costs incurred for landscaping services at ARMC which include the cost of these 2.0 full-time positions.

	<u>2003-04</u>	<u>Ongoing 2004-05</u>
<b>APPROPRIATIONS</b>		
Salaries & Benefits (attach additional page if required)	\$ 72,338	\$ 74,508

<b>CLASSIFICATIONS</b>		
<u>Budgeted Staff</u>	<u>Title</u>	<u>Amount</u>
1.0	Grounds Caretaker I	36,169
1.0	Grounds Caretaker I	36,169

Services & Supplies	_____	_____
Other (specify) _____	_____	_____
Equipment	_____	_____

<b>FIXED ASSETS</b>	
<u>Item</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____

Reimbursements (specify) _____	_____	_____
Total:	\$ 72,338	\$ 74,508

<b>REVENUE (specify source)</b>		
9800 Other Services	72,338	74,508
_____	_____	_____
_____	_____	_____
Total:	\$ 72,338	\$ 74,508

LOCAL COST	\$ 0	\$ 0
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## FACILITIES MANAGEMENT

### BUDGET UNIT: HOME REPAIR (AAA FMH)

#### I. GENERAL PROGRAM STATEMENT

The Home Repair Program is a federally funded program that is administered by Facilities Management. The program does minor home repairs for candidates that meet age and income requirements. Economic and Community Development Department (ECD) reimburses the costs incurred by the program with federal funds.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	(114,236)	-	(4,278)	-
Local Cost	(114,236)	-	(4,278)	-
Budgeted Staffing		12.0		12.0
<b><u>Workload Indicators</u></b>				
Jobs Completed	320	320	334	341

#### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

##### **STAFFING CHANGES**

Staffing changes include deleting 1.0 Housing Repair Worker II and funding 1.0 Housing Repair Worker III position. The Housing Repair Worker II position is being phased out as positions are vacated. This phase out, which replaces Home Repair Worker II's with Home Repair Worker III's, is necessary to provide the program with positions that are more highly skilled in home repairs.

##### **PROGRAM CHANGES**

None.

##### **OTHER CHANGES**

None.

#### IV. VACANT POSITION IMPACT

The department has 1.0 vacant budgeted position in their 2003-04 Department Request Budget. The breakdown of this position is as follows:

Vacant Budgeted Not In Recruitment	1.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>0.0</u>	Retain
Total Vacant	1.0	

##### **Vacant Position Restoration Request**

The department has submitted a policy item for restoration of the 1.0 vacant Housing Repair Worker III position that is slated for deletion. The County Administrative Office recommends Policy Item #1 which would restore the department's request of the 1.0 vacant position for the Home Repair Program. This restoration is being recommended since the program is federally funded and all costs are 100% reimbursed from the Economic and Community Development Department.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	Home Repair	1.0 \$44,532 Revenue Supported	This Housing Repair Worker III position provides minor home repairs to the general public that meets age and income requirements.

#### V. OTHER POLICY ITEMS

None.

#### VI. FEE CHANGES

None.

GROUP: Internal Services  
DEPARTMENT: Facilities Management - Home Repair  
FUND: General AAA FMH

FUNCTION: General  
ACTIVITY: Property Management

FACILITIES MANAGEMENT

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
<b><u>Appropriation</u></b>					
Salaries and Benefits	544,084	554,624	51,309	-	605,933
Services and Supplies	252,300	246,038	(1,798)	-	244,240
Transfers	-	-	(266)	-	(266)
Total Exp Authority	796,384	800,662	49,245	-	849,907
Reimbursements	(800,662)	(800,662)	(49,245)	-	(849,907)
Total Appropriation	(4,278)	-	-	-	-
Local Cost	(4,278)	-	-	-	-
Budgeted Staffing		12.0	-	-	12.0



GROUP: Internal Services  
DEPARTMENT: Facilities Management - Home Repair  
FUND: General AAA FMH

FUNCTION: General  
ACTIVITY: Property Management

## ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G		I		K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget	Restoration	Budget
					(Adjusted)		
<b>Appropriation</b>							
Salaries and Benefits	605,933	13,230	619,163	(44,532)	<b>574,631</b>	44,532	619,163
Services and Supplies	244,240	(1,361)	242,879	-	<b>242,879</b>	-	242,879
Transfers	(266)	2,346	2,080	-	<b>2,080</b>	-	2,080
Total Exp Authority	849,907	14,215	864,122	(44,532)	<b>819,590</b>	44,532	864,122
Reimbursements	(849,907)	(14,215)	(864,122)	44,532	<b>(819,590)</b>	(44,532)	(864,122)
Total Appropriation	-	-	-	-	-	-	-
Local Cost	-	-	-	-	-	-	-
Budgeted Staffing	12.0	-	12.0	(1.0)	<b>11.0</b>	1.0	12.0

## FACILITIES MANAGEMENT

Base Year Adjustments		
Salaries and Benefits	16,269	MOU.
	29,597	Retirement.
	5,443	Risk Management Workers Comp.
	<u>51,309</u>	
Services and Supplies	<u>(1,798)</u>	Risk Management Liabilities.
Transfers	<u>(266)</u>	Incremental change in EHAP.
Reimbursements	<u>(49,245)</u>	Base year adjustmenst funded throught ECD Home Repair Program.
Total Appropriation	<u>-</u>	
Local Cost	<u>-</u>	

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Recommended Program Funded Adjustments		
Salaries and Benefits	3,467	Funding increase to fill Housing Repair Worker III position and delete Housing Repair Worker II position.
	9,763	Projected costs for step increases.
	<u>13,230</u>	
Services and Supplies	985	Increased appropriations to cover projected expenditures.
	<u>(2,346)</u>	GASB 34 Accounting Change (EHAP).
	<u>(1,361)</u>	
Transfers	<u>2,346</u>	GASB 34 Accounting Change (EHAP).
Reimbursements	<u>(14,215)</u>	Additional funding from ECD Home Repair Program to cover additional expenditures.
Total Appropriation	<u>-</u>	
Local Cost	<u>-</u>	

## FACILITIES MANAGEMENT

### Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	1	1.0	44,532	44,532	-
Vacant Budgeted In Recruitment - Retain	-	-	-	-	-
Total Vacant	1	1.0	44,532	44,532	-
Recommended Restoration of Vacant Deleted		1.0	44,532	44,532	-

### Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
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Note: If position is seasonal indicate next to Classification (Seasonal - May through August)

#### Vacant Budgeted Not In Recruitment

		-	-	-	-
Subtotal Recommended - <b>Delete</b>		-	-	-	-
<i>Housing Repair Worker III</i>	8591	(1.0)	(44,532)	(44,532)	-
Subtotal Recommended - <b>Retain</b>		(1.0)	(44,532)	(44,532)	-
Total Slated for Deletion		(1.0)	(44,532)	(44,532)	-

#### Vacant Budgeted In Recruitment - **Retain**

		-	-	-	-
Total in Recruitment Retain		-	-	-	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.  
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

## FACILITIES MANAGEMENT

## POLICY DESCRIPTION FORM

Department/Group: Facilities Management-Home Repair/ISG Budget Code: AAA FMD FMH  
 Title: Housing Repair Worker III #8591

PRIORITY: Rank 1 of 1 FUNDING: Full Year ☒ Other ☒ \_\_\_\_\_ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

The Home Repair Program is a federally funded program and this position is fully reimbursed through the Economic and Community Development Department.

	<u>2003-04</u>	<u>Ongoing 2004-05</u>
<b>APPROPRIATIONS</b>		
Salaries & Benefits (attach additional page if required)	\$ 44,532	\$ 45,868

<b>CLASSIFICATIONS</b>		
<u>Budgeted Staff</u>	<u>Title</u>	<u>Amount</u>
1.0	Housing Repair Wkr III	44,532
_____	_____	_____
_____	_____	_____

Services & Supplies

Other (specify) \_\_\_\_\_

Equipment

<b>FIXED ASSETS</b>	
<u>Item</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____

Reimbursements (specify) \_\_\_\_\_  
Economic and Community Development

	(44,532)	(45,868)
Total:	\$ 0	\$ 0

REVENUE (specify source)

_____	_____	_____
_____	_____	_____
_____	_____	_____
Total:	\$ 0	\$ 0

LOCAL COST	\$ 0	\$ 0
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## FACILITIES MANAGEMENT

### BUDGET UNIT: MAINTENANCE DIVISION (AAA FMD FMM)

#### I. GENERAL PROGRAM STATEMENT

The Maintenance Division of the Facilities Management Department administers the county's maintenance services provided to county owned and some leased facilities through a combination of in-house personnel and private service providers. In addition, the Maintenance Division is responsible for the minor remodel and maintenance portion of the county capital improvement program.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Estimated 2002-03</b>	<b>Department Request 2003-04</b>
Total Appropriation	6,945,474	7,226,422	6,980,990	7,185,160
Total Revenue	3,207,557	3,475,000	3,265,000	3,300,000
Local Cost	3,737,917	3,751,422	3,715,990	3,885,160
Budgeted Staffing		61.0		57.4
<b><u>Workload Indicators</u></b>				
Square feet maintained	4,175,000	4,175,000	4,285,000	4,285,000
Maintenance trouble calls	11,037	12,000	12,000	12,000
Maintenance requisitions	1,020	1,200	1,000	1,000

Actual expenses were lower in 2002-03 due to vacant positions and savings in services and supplies.

#### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

##### **STAFFING CHANGES**

Budgeted staffing reductions of 3.6 include the deletion of 1.0 General Maintenance Mechanic and 1.0 General Maintenance Worker as outlined in the Facilities Management Department 4% Spend Down plan. In addition to these position deletions, the department has deleted 1.0 General Maintenance Mechanic and reduced funding to 73% for one Electrician and one General Maintenance Mechanic (0.6 budgeted staffing). The additional reductions are necessary in order to fund the increase in MOU, retirement, and Risk Management Workers Compensation costs.

##### **PROGRAM CHANGES**

None.

##### **OTHER CHANGES**

None.

#### IV. VACANT POSITION IMPACT

The department has 2.4 vacant positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	1.4	Slated for Deletion
Vacant Budgeted In Recruitment	<u>1.0</u>	Retain
Total Vacant	2.4	

## FACILITIES MANAGEMENT

### Vacant Position Restoration Request:

The department has submitted a policy item for restoration of a 1.0 vacant budgeted position that is slated for deletion. The County Administrative Office recommends Policy Item # 1 which would restore the department's request of the 1.0 vacant Maintenance Supervisor position for maintenance services. All costs are 100% reimbursable from Capital Improvement Projects and other maintenance requests from county departments.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	Maintenance Services	1.0 \$70,367 Revenue Supported	Maintenance Supervisor to monitor the completion of minor Capital Improvement Program projects.

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

None.

GROUP: Internal Services  
 DEPARTMENT: Facilities Management - Maintenance  
 FUND: General AAA FMD FMM

FUNCTION: General  
 ACTIVITY: Property Management

## ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<b><u>Appropriation</u></b>					
Salaries and Benefits	3,145,148	3,298,902	260,812	-	3,559,714
Services and Supplies	3,787,777	3,870,100	(94,219)	-	3,775,881
Central Computer	24,695	24,695	(4,394)	-	20,301
Transfers	<u>23,370</u>	<u>32,725</u>	<u>(33,485)</u>	<u>-</u>	<u>(760)</u>
Total Appropriation	6,980,990	7,226,422	128,714	-	7,355,136
<b><u>Revenue</u></b>					
Current Services	<u>3,265,000</u>	<u>3,475,000</u>	<u>(70,000)</u>	<u>-</u>	<u>3,405,000</u>
Total Revenue	3,265,000	3,475,000	(70,000)	-	3,405,000
Local Cost	3,715,990	3,751,422	198,714	-	3,950,136
Budgeted Staffing		61.0	(2.0)	-	59.0

GROUP: Internal Services  
DEPARTMENT: Facilities Management - Maintenance  
FUND: General AAA FMD FMM

FUNCTION: General  
ACTIVITY: Property Management

FACILITIES MANAGEMENT

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<b><u>Appropriation</u></b>							
Salaries and Benefits	3,559,714	(31,784)	3,527,930	(147,699)	<b>3,380,231</b>	70,367	3,450,598
Services and Supplies	3,775,881	(150,528)	3,625,353	-	<b>3,625,353</b>	-	3,625,353
Central Computer	20,301	-	20,301	-	<b>20,301</b>	-	20,301
Transfers	<u>(760)</u>	<u>12,336</u>	<u>11,576</u>	<u>-</u>	<u><b>11,576</b></u>	<u>-</u>	<u>11,576</u>
Total Exp Authority	7,355,136	(169,976)	7,185,160	(147,699)	<b>7,037,461</b>	70,367	7,107,828
<b><u>Revenue</u></b>							
Current Services	3,405,000	(105,000)	3,300,000	(70,367)	<u><b>3,229,633</b></u>	70,367	3,300,000
Total Revenue	3,405,000	(105,000)	3,300,000	(70,367)	<b>3,229,633</b>	70,367	3,300,000
Local Cost	3,950,136	(64,976)	3,885,160	(77,332)	<b>3,807,828</b>	-	3,807,828
Budgeted Staffing	59.0	(1.6)	57.4	(3.0)	<b>54.4</b>	1.0	55.4



## FACILITIES MANAGEMENT

### Base Year Adjustments

Salaries and Benefits	(86,841)	4% Spend Down Plan - delete 1.0 General Maintenance Mechanic and 1.0 General Maintenance Worker.
	88,779	MOU.
	166,393	Retirement.
	32,634	Risk Management Workers Comp.
	<u>59,847</u>	Full year funding for maintenance staff at West Valley Juvenile Hall.
	<u>260,812</u>	
Services & Supplies	(103,770)	4% Spend Down Plan.
	14,351	Risk Management Liabilities.
	<u>(4,800)</u>	30% Cost Reduction Plan.
	<u>(94,219)</u>	
Central Computer	<u>(4,394)</u>	
Transfers	(32,724)	4% Spend Down Plan.
	<u>(761)</u>	Incremental Change in EHAP.
	<u>(33,485)</u>	
Total Appropriation	<u>128,714</u>	
Total Revenue	<u>(70,000)</u>	4% Spend Down Plan.
Local Cost	<u>198,714</u>	

### Recommended Program Funded Adjustments

Salaries and Benefits	(36,993)	Delete 1.0 General Maintenance Mechanic.
	(13,622)	Delete .3 Electrician.
	(14,857)	Delete .3 General Maintenance Mechanic.
	<u>33,688</u>	Projected costs for step increases.
	<u>(31,784)</u>	
Services and Supplies	(139,191)	Reduce Building Maintenance Budget to better reflect projected expenditures.
	(11,337)	GASB 34 Accounting Change (EHAP).
	<u>(150,528)</u>	
Transfers	999	Increase in services provided by county sign shop.
	<u>11,337</u>	GASB 34 Accounting Change (EHAP).
	<u>12,336</u>	
Total Appropriation	<u>(169,976)</u>	
Revenue		
Current Services	<u>(105,000)</u>	Revenue reduction budgeted to reflect projected revenues.
Total Revenue	<u>(105,000)</u>	
Local Cost	<u>(64,976)</u>	

## FACILITIES MANAGEMENT

### Vacant Position Impact Summary

	<b>Authorized</b>	<b>Budgeted Staffing</b>	<b>Salary and Benefit Amount</b>	<b>Revenue</b>	<b>Local Cost</b>
Vacant Budgeted Not In Recruitment - Delete	3	1.4	77,332	-	77,332
Vacant Budgeted In Recruitment - Retain	-	1.0	70,367	70,367	-
<b>Total Vacant</b>	<b>3</b>	<b>2.4</b>	<b>147,699</b>	<b>70,367</b>	<b>77,332</b>
Recommended Restoration of Vacant Deleted		1.0	70,367	70,367	-

### Vacant Position Impact Detail

	<b>Position Number</b>	<b>Budgeted Staffing</b>	<b>Salary and Benefit Amount</b>	<b>Revenue</b>	<b>Local Cost</b>
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Note: If position is seasonal indicate next to Classification (Seasonal - May through August)

Vacant Budgeted Not In Recruitment

<b><i>Electrician</i></b>	<b>7975</b>	<b>(.7)</b>	<b>(40,339)</b>	-	<b>(40,339)</b>
<b><i>General Maint Mechanic</i></b>	<b>77325</b>	<b>(.7)</b>	<b>(36,993)</b>	-	<b>(36,993)</b>
Subtotal Recommended - <b>Delete</b>		(1.4)	(77,332)	-	(77,332)
<i>Maintenance Supervisor</i>	7189	(1.0)	(70,367)	(70,367)	-
Subtotal Recommended - <b>Retain</b>		(1.0)	(70,367)	(70,367)	-
Total Slated for Deletion		(2.4)	(147,699)	(70,367)	(77,332)

Vacant Budgeted In Recruitment - **Retain**

	-	-	-	-
Total in Recruitment Retain	-	-	-	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.  
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

## FACILITIES MANAGEMENT

## POLICY DESCRIPTION FORM

Department/Group: Facilities Management-Maintenance/ISG Budget Code: AAA FMD FMM  
 Title: Maintenance Supervisor , Position #7189

PRIORITY: Rank 1 of 1 FUNDING: Full Year ☒ Other ☐ \_\_\_\_\_ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

The duties of this position are currently being performed by a General Maintenance Mechanic on Special Assignment Compensation (SAC) with the SAC scheduled to expire on July 1, 2003. It is the responsibility of this position to oversee minor Capital Improvement Program (CIP) projects for Facilities Management. All salary/benefit costs will be 100% reimbursed from the CIP budget.

	<u>2003-04</u>	<u>Ongoing 2004-05</u>
<b>APPROPRIATIONS</b>		
Salaries & Benefits (attach additional page if required)	\$ 70,367	\$ 72,478

<b>CLASSIFICATIONS</b>		
<u>Budgeted Staff</u>	<u>Title</u>	<u>Amount</u>
1.0	Maintenance Supv	70,367
_____	_____	_____
_____	_____	_____

Services & Supplies

Other (specify) \_\_\_\_\_

Equipment

<b>FIXED ASSETS</b>	
<u>Item</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____

Reimbursements (specify) \_\_\_\_\_

Total:	\$ 70,367	\$ 72,478
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REVENUE (specify source)

9800 Other Services	70,367	72,478
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_____	_____	_____
_____	_____	_____

Total:	\$ 70,367	\$ 72,478
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LOCAL COST	\$ 0	\$ 0
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## FACILITIES MANAGEMENT

### BUDGET UNIT: ADMINISTRATION (AAA FMD FMT)

#### I. GENERAL PROGRAM STATEMENT

The Facilities Management Department Administration Division provides support to four divisions within Facilities Management (Custodial, Grounds, Home Repair and Maintenance).

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Estimated 2002-03</b>	<b>Department Request 2003-04</b>
Total Appropriation	344,841	344,105	334,567	385,060
Total Revenue	349	-	284	-
Local Cost	344,492	344,105	334,283	385,060
Budgeted Staffing		4.0		4.0

#### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

##### STAFFING CHANGES

Staffing changes include the reduction of 1.0 Staff Aide and the addition of 1.0 Staff Analyst II to monitor and maintain the new CAFM (Computer Aided Facilities Management) maintenance and inventory software. Also included is the conversion of an Executive Secretary III to an Executive Secretary II.

##### PROGRAM CHANGES

None.

##### OTHER CHANGES

None.

#### IV. VACANT POSITION IMPACT

None.

#### V. OTHER POLICY ITEMS

None.

#### VI. FEE CHANGES

None.

GROUP: Internal Services  
DEPARTMENT: Facilities Management - Administration  
FUND: General AAA FMD FMT

FUNCTION: General  
ACTIVITY: Property Management

FACILITIES MANAGEMENT

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<b><u>Appropriation</u></b>					
Salaries and Benefits	329,769	335,825	16,754	-	352,579
Services and Supplies	4,798	8,280	(14,346)	-	(6,066)
Transfers	-	-	(89)	-	(89)
Total Appropriation	334,567	344,105	2,319	-	346,424
<b><u>Revenue</u></b>					
Other Revenue	284	-	-	-	-
Total Revenue	284	-	-	-	-
Local Cost	334,283	344,105	2,319	-	346,424
Budgeted Staffing		4.0	-	-	4.0

GROUP: Internal Services  
DEPARTMENT: Facilities Management - Administration  
FUND: General AAA FMD FMT

FUNCTION: General  
ACTIVITY: Property Management

FACILITIES MANAGEMENT

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget	Recommended Vacant Restoration	2003-04 Recommended Budget
<b><u>Appropriation</u></b>							
Salaries and Benefits	352,579	7,641	360,220	-	360,220	-	360,220
Services and Supplies	(6,066)	30,213	24,147	-	24,147	-	24,147
Transfers	(89)	782	693	-	693	-	693
Total Appropriation	346,424	38,636	385,060	-	385,060		385,060
<b><u>Revenue</u></b>							
Current Services	-	-	-	-	-	-	-
Total Revenue	-	-	-	-	-		
Local Cost	346,424	38,636	385,060	-	385,060	-	385,060
Budgeted Staffing	4.0	-	4.0	-	4.0	-	4.0

## FACILITIES MANAGEMENT

### Base Year Adjustments

Salaries and Benefits	8,868	MOU.
	17,462	Retirement.
	424	Risk Management Workers Comp.
	<u>(10,000)</u>	30% Cost Reduction Plan
	<u>16,754</u>	
Services and Supplies	<u>(13,605)</u>	Risk Management Liabilities.
	<u>(741)</u>	30% Cost Reduction Plan.
	<u>(14,346)</u>	
Transfers	<u>(89)</u>	Incremental change in EHAP.
Total Appropriation	<u>2,319</u>	
Total Revenue	<u>-</u>	
Local Cost	<u>2,319</u>	

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### Recommended Program Funded Adjustments

Salaries and Benefits	(5,228)	Net Savings between addition of an Executive Secretary II and deletion of an Executive Secretary III.
	<u>12,869</u>	Net increase between addition of a Staff Analyst II and deletion of a Staff Aide.
	<u>7,641</u>	
Services & Supplies	30,995	Increase in appropriations to more accurately reflect administrative costs.
	<u>(782)</u>	GASB 34 Accounting Change (EHAP).
	<u>30,213</u>	
Transfers	<u>782</u>	GASB 34 Accounting Change (EHAP).
Total Appropriation	<u>38,636</u>	
Total Revenue	<u>-</u>	
Local Cost	<u>38,636</u>	

## FACILITIES MANAGEMENT

### BUDGET UNIT: UTILITIES (AAA UTL)

#### I. GENERAL PROGRAM STATEMENT

The San Bernardino County Utilities budget funds the cost of natural gas and liquid propane gas, electricity, water, sewage, refuse disposal, diesel fuel for emergency generators, and other related costs for county owned and some leased facilities. There is no staffing associated with this budget unit.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Estimated 2002-03</b>	<b>Department Request 2003-04</b>
Total Appropriation	15,931,125	14,503,536	16,611,351	15,730,303
Total Revenue	<u>167,073</u>	<u>-</u>	<u>-</u>	<u>-</u>
Local Cost	15,764,052	14,503,536	16,611,351	15,730,303
<b><u>Workload Indicators</u></b>				
Electric	11,241,499	10,250,000	11,723,700	11,723,700
Gas	645,968	846,000	820,200	820,200
Water	1,559,515	1,270,000	1,623,461	1,623,461
Sewer	691,604	500,000	794,977	794,977
Disposal	970,482	879,000	899,700	899,700

Actual expenditures exceeded budget as a result of an increase in costs in electrical ,disposal, and water/sewer rates that were partially offset by the electrical retrofit program.

#### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

##### **STAFFING CHANGES**

None.

##### **PROGRAM CHANGES**

Beginning in 2003-04, all county paid expenditures for County Schools is transferred to one budget unit (AAA SCL), which results in a local cost decrease of \$881,048 in this budget unit. County Schools will provide reimbursement to this budget unit of \$466,048 in 2003-04 for utility costs, and County Schools will pay for phone costs directly.

##### **OTHER CHANGES**

None.

#### IV. VACANT POSITION IMPACT

None.

#### V. OTHER POLICY ITEMS

Historically administration of the Utilities budget, which is under the auspices of the Facilities Management Department, included only the processing of the utility bills for payment. Due to the lack of dedicated support, the department has made budget projections and year-end estimates based solely on fiscal data supported only by utility payments. One position – 1.0 Energy/Utility Analyst costing \$64,380– is requested to administer and provide analysis of the utility budget. The Utility Analyst will be responsible for reporting on utility usage in all of the county facilities - principally electric, gas, water and sewer – and will coordinate the development of utility usage reports to make recommendations regarding energy conservation matters. In addition, the analyst will act as a liaison with the utility companies (Southern California Edison, The Gas Company, Southwest Gas, etc.) that serve the county.

#### VI. FEE CHANGES

None.



GROUP: Internal Services  
DEPARTMENT: Facilities Management - Utilities  
FUND: General AAA UTL

FUNCTION: General  
ACTIVITY: Property Management

FACILITIES MANAGEMENT

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<b>Appropriation</b>					
Services and Supplies	16,141,351	14,053,536	2,107,815	-	16,161,351
Transfers	470,000	470,000	-	-	470,000
Total Exp Authority	16,611,351	14,523,536	2,107,815	-	16,631,351
Reimbursements	-	(20,000)	-	-	(20,000)
Total Appropriation	16,611,351	14,503,536	2,107,815	-	16,611,351
Local Cost	16,611,351	14,503,536	2,107,815	-	16,611,351

GROUP: Internal Services  
DEPARTMENT: Facilities Management - Utilities  
FUND: General AAA UTL

FUNCTION: General  
ACTIVITY: Property Management

## ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<b>Appropriation</b>							
Services and Supplies	16,161,351	(435,000)	15,726,351	-	<b>15,726,351</b>	-	15,726,351
Transfers	<u>470,000</u>	<u>-</u>	<u>470,000</u>	<u>-</u>	<u><b>470,000</b></u>	<u>-</u>	<u>470,000</u>
Total Exp Authority	16,631,351	(435,000)	16,196,351	-	<b>16,196,351</b>	-	16,196,351
Reimbursements	<u>(20,000)</u>	<u>(446,048)</u>	<u>(466,048)</u>	<u>-</u>	<u><b>(466,048)</b></u>	<u>-</u>	<u>(466,048)</u>
Total Appropriation	16,611,351	(881,048)	15,730,303	-	<b>15,730,303</b>		15,730,303
Local Cost	16,611,351	(881,048)	15,730,303	-	<b>15,730,303</b>	-	15,730,303

## FACILITIES MANAGEMENT

### Base Year Adjustments

Services and Supplies	<u>2,107,815</u>	Other - increase in utility costs.
Total Appropriation	<u>2,107,815</u>	
Local Cost	<u>2,107,815</u>	

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### Recommended Program Funded Adjustments

Services and Supplies	(20,000)	Adjusted due to reduction in reimbursements.
	(415,000)	Local cost transfer to Superintendent of Schools in budget (AAA SCL) for ISD telephone service charges.
	<u>(435,000)</u>	
Reimbursements	20,000	One time reimbursement for electrical usage at Ontario facility in 2002-03.
	<u>(466,048)</u>	Reimbursement from Superintendent of Schools budget (AAA SCL) for utilities.
	<u>(446,048)</u>	
Total Appropriation	<u>(881,048)</u>	
Total Revenues	<u>-</u>	
Local Cost	<u>(881,048)</u>	

## FACILITIES MANAGEMENT

## POLICY DESCRIPTION FORM

Department/Group: Facilities Management/ISG Budget Code: AAA UTL  
 Title: Energy Utility Analyst

PRIORITY: Rank 1 of 1 FUNDING: Full Year ☒ Other ☐ \_\_\_\_\_ Months

ITEM STATUS: Restoration ☐ Program Change ☒ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

Historically, administration of the Utilities budget which is under the auspices of the Facilities Management Department included only the processing of the utility bills for payment. Due to the lack of dedicated support, the department has made budget projections and year-end estimates based solely on fiscal data supported only by utility payments. A 1.0 Energy /Utility Analyst is requested to administer and provide analysis of the utility budget. The Utility Analyst will be responsible for reporting on utility usage in all of the county facilities, principally electric, gas, water, and sewer and will coordinate the development of utility usage reports to make recommendations regarding energy conservation matters. In addition, the analyst will act as a liaison with the utility companies (Southern California Edison, The Gas Company, Southwest Gas, etc.) that serve the county. The salary & benefits for this position will be fully absorbed into the utility budget.

	<u>2003-04</u>	<u>Ongoing 2004-05</u>
<b>APPROPRIATIONS</b>		
Salaries & Benefits (attach additional page if required)	\$ _____	\$ _____

<b>CLASSIFICATIONS</b>		
<u>Budgeted Staff</u>	<u>Title</u>	<u>Amount</u>
<u>1.0</u>	<u>Staff Analyst II</u>	<u>64,380</u>
_____	_____	_____
_____	_____	_____

Services & Supplies \_\_\_\_\_

Other (specify) \_\_\_\_\_

Equipment \_\_\_\_\_

<b>FIXED ASSETS</b>	
<u>Item</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____

Reimbursements (specify) \_\_\_\_\_

Total:	\$ _____	\$ _____
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REVENUE (specify source)

_____	_____	_____
_____	_____	_____
Total:	\$ _____	\$ _____

LOCAL COST	\$ _____	\$ _____
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## OVERVIEW OF BUDGET

DEPARTMENT: FLEET MANAGEMENT  
DIRECTOR: ROGER WEAVER

2003-04

	Operating Expense	Revenue	Revenue Over/(Under)	Staffing
Garage	7,343,777	8,191,300	847,523	94.0
Motor Pool	8,415,009	11,265,463	2,850,454	4.0
Total	15,758,786	19,456,763	3,697,977	98.0

BUDGET UNIT: GARAGE (ICB VHS)

### I. GENERAL PROGRAM STATEMENT

Fleet Management's Garage Division provides fuel, maintenance, repair, fabrication and field services for the county's fleet of vehicles and heavy equipment. This includes the warehousing of automotive parts and related road materials to support the fleet operations. Activities and programs of the Garage Division are financed and accounted for as an internal service fund by which all operational costs are distributed to user departments through service rates.

The Garage budget unit is an Internal Services Fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year is carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rates structure.

### II. BUDGET AND WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	12,965,388	12,996,138	13,307,587	7,343,777
Total Revenue	12,901,671	13,260,000	13,314,463	8,191,300
Revenue Over/(Under) Expense	(63,717)	263,862	6,876	847,523
Budgeted Staffing		103.3		94.0
Fixed Assets	235	324,300	388	170,000
Unrestricted Net Assets Available at Yr End	82,089		89,000	

#### Workload Indicators

Number of Work Orders	19,960	20,700	17,000	17,000
Number of Billable Shop Hours	98,426	99,200	66,000	71,000
Warehouse Sales	1,305,748	1,464,000	995,000	1,000,000
Parts Sales	3,157,350	3,038,000	2,717,000	3,000,000
Fuel Gallons Dispensed	2,668,354	2,888,000	2,900,000	2,900,000

Workload in 2002-03 is estimated less than budget. However, estimated operating expense is greater than budget due to increased fuel costs. Revenue is greater than budget due to the implementation of the revised Garage rates charged to the Motor Pool. These rates were approved by the Board on July 2, 2002.

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

#### STAFFING CHANGES

The Fleet Management Motor Pool division (IBA VHS) will transfer 3.0 budgeted positions (1.0 Fiscal Clerk III and 2.0 Motor Pool Assistants) to the Fleet Management Garage (ICB VHS). This change is incorporated to better align job function by fund. The increase in salaries and benefits will be offset by eliminating 12.3 vacant positions.

## **FLEET MANAGEMENT**

### **PROGRAM CHANGES**

None.

### **OTHER CHANGES**

Reimbursements are increased and revenues are decreased to reflect the GASB 34 accounting change required to properly record Motor Pool reimbursements to the Garage for vehicle maintenance.

#### **IV. VACANT POSITION IMPACT**

None.

#### **IV. OTHER POLICY ITEMS**

None.

#### **V. FEE CHANGES**

None.

GROUP: Internal Services  
DEPARTMENT: Fleet Management  
FUND: Internal Services ICB VHS

FUNCTION: General  
ACTIVITY: Central Garage

## ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<b><u>Appropriation</u></b>					
Salaries and Benefits	5,170,023	5,407,656	522,019	-	5,929,675
Services and Supplies	7,828,546	7,237,074	33,280	-	7,270,354
Central Computer	42,018	42,018	(7,182)	-	34,836
Transfers	17,000	59,390	(1,247)	-	58,143
Total Exp Authority	13,057,587	12,746,138	546,870	-	13,293,008
Reimbursements	-	-	-	-	-
Total Appropriation	13,057,587	12,746,138	546,870	-	13,293,008
Depreciation	250,000	250,000	-	-	250,000
Total Operating Exp	13,307,587	12,996,138	546,870	-	13,543,008
<b><u>Revenue</u></b>					
Use of Money & Prop	15,000	40,000	-	-	40,000
Current Services	13,300,000	13,220,000	-	-	13,220,000
Other Revenue	(537)	-	-	-	-
Total Revenue	13,314,463	13,260,000	-	-	13,260,000
Rev Over/(Under) Exp	6,876	263,862	(546,870)	-	(283,008)
Budgeted Staffing		103.3	-	-	103.3
<b><u>Fixed Asset Exp.</u></b>					
Equipment	-	316,300	-	-	316,300
Structures & Improv	388	-	-	-	-
Vehicles	-	8,000	-	-	8,000
Total Fixed Assets	388	324,300	-	-	324,300

GROUP: Internal Services  
DEPARTMENT: Fleet Management  
FUND: Internal Services ICB VHS

FUNCTION: General  
ACTIVITY: Central Garage

## ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G		I		K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget	Restoration	Budget
					(Adjusted)		
<b><u>Appropriation</u></b>							
Salaries and Benefits	5,929,675	(68,633)	5,861,042	-	<b>5,861,042</b>	-	5,861,042
Services and Supplies	7,270,354	(1,263,068)	6,007,286	-	<b>6,007,286</b>	-	6,007,286
Central Computer	34,836	-	34,836	-	<b>34,836</b>	-	34,836
Transfers	58,143	273,067	331,210	-	<b>331,210</b>	-	331,210
Total Exp Authority	13,293,008	(1,058,634)	12,234,374	-	<b>12,234,374</b>	-	12,234,374
Reimbursements	-	(5,140,597)	(5,140,597)	-	<b>(5,140,597)</b>	-	(5,140,597)
Total Appropriation	13,293,008	(6,199,231)	7,093,777	-	<b>7,093,777</b>	-	7,093,777
Depreciation	<u>250,000</u>	-	<u>250,000</u>	-	<b><u>250,000</u></b>	-	<u>250,000</u>
Total Operating Exp	13,543,008	(6,199,231)	7,343,777	-	<b>7,343,777</b>	-	7,343,777
<b><u>Revenue</u></b>							
Use of Money & Prop	40,000	(20,000)	20,000	-	<b>20,000</b>	-	20,000
Current Services	13,220,000	(5,048,700)	8,171,300	-	<b>8,171,300</b>	-	8,171,300
Other Revenue	-	-	-	-	<b>-</b>	-	-
Total Revenue	13,260,000	(5,068,700)	8,191,300	-	<b>8,191,300</b>	-	8,191,300
Revenue Over/(Under) Exp	283,008	1,130,531	847,523	-	847,523	-	847,523
Budgeted Staffing	103.3	(9.3)	94.0	-	<b>94.0</b>	-	94.0
<b><u>Fixed Asset Exp</u></b>							
Equipment	316,300	(166,300)	150,000	-	<b>150,000</b>	-	150,000
Structures & Improv	-	20,000	20,000	-	<b>20,000</b>	-	20,000
Vehicles	<u>8,000</u>	(8,000)	-	-	<b>-</b>	-	-
Total Fixed Asset Exp	324,300	(154,300)	170,000	-	<b>170,000</b>	-	170,000



## FLEET MANAGEMENT

### Base Year Adjustments

Salaries and Benefits	165,757	MOU.
	307,051	Retirement.
	49,211	Risk Management Workers' Comp.
	<u>522,019</u>	
Services and Supplies	<u>33,280</u>	Risk Management liabilities.
Central Computer	<u>(7,182)</u>	
Transfers	<u>(1,247)</u>	Incremental change in EHAP.
Total Operating Expense	<u>546,870</u>	
Total Revenue	<u>-</u>	
Revenue Over(Under) Exp	<u>(546,870)</u>	

### Recommended Program Funded Adjustments

Salaries and Benefits	132,161	Transfer in 3.0 positions from Motor Pool - 1.0 Fiscal Clerk III and 2.0 Motor Pool Assistant.
	(492,191)	Step increases offset by the elimination of 12.3 positions - 0.8 Clerk II, 1.0 Custodian I, 1.0 Equipment Parts Specialist I, 3.0 Equipment Services Specialist, 1.0 Fiscal Clerk II, 1.0 Garage Service Writer, 2.0 Motor Fleet Mechanic, 1.0 Motor Pool Assistant, 1.0 Operations Manager, 0.5 Public Service Employee.
	<u>291,397</u>	GASB 34 accounting change (departmental overhead).
	<u>(68,633)</u>	
Services and Supplies	(19,156)	GASB 34 accounting change (EHAP).
	(1,243,912)	The purchase of replacement vehicles in 2002-03 and 2003-04 will result in decreased costs for the purchase of parts.
	<u>(1,263,068)</u>	
Transfers	19,156	GASB 34 accounting change (EHAP).
	<u>253,911</u>	Barstow lease.
	<u>273,067</u>	
Total Exp Authority	<u>(1,058,634)</u>	
Reimbursements	(291,397)	GASB 34 accounting change (departmental overhead).
	(4,849,200)	GASB 34 accounting change (Motor Pool reimbursements to the Garage for vehicle maintenance).
	<u>(5,140,597)</u>	
Total Operating Expense	<u>(6,199,231)</u>	
Revenue	(5,068,700)	GASB 34 accounting change (Motor Pool reimbursements to the Garage for vehicle maintenance).
	<u>1,130,531</u>	
Rev Over/(Under) Exp	<u>1,130,531</u>	
Total Fixed Assets	<u>(154,300)</u>	The department expects to purchase less equipment than budgeted in 2002-03.

## FLEET MANAGEMENT

### BUDGET UNIT: MOTOR POOL (IBA VHS)

#### I. GENERAL PROGRAM STATEMENT

Fleet Management's Motor Pool Division operates as an internal service fund with rental rates on fleet vehicles to provide for replacement, fuel, maintenance, insurance, overhead and other operational costs. Motor Pool currently has ownership and responsibility for 1,892 automobiles, vans, pickup trucks and various specialty vehicles assigned to county departments. Activities and programs of the Motor Pool Division are financed and accounted for as an internal service fund by which all operational costs are distributed to user departments through service rates.

The Motor Pool budget unit is an internal service fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year is carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rates structure.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Estimated 2002-03</b>	<b>Department Request 2003-04</b>
Total Operating Expense	9,779,969	8,650,585	8,772,083	8,415,009
Total Revenue	11,061,452	10,992,000	11,396,476	11,265,463
Revenue Over/(Under) Expense	1,281,483	2,341,415	2,624,393	2,850,454
Budgeted Staffing		8.1		4.0
<b>Fixed Assets</b>	<b>1,988,299</b>	<b>6,000,000</b>	<b>4,500,000</b>	<b>4,200,000</b>
Unrestricted Net Assets Avail. at Yr. End	7,380,307		5,505,000	
<b><u>Workload Indicators</u></b>				
Vehicles owned by the Motor Pool	1,913	1,925	1,295	1,295
Vehicles owned by other departments			597	597
Total miles driven (all vehicles)	18,817,108	21,150,000	19,375,000	19,000,000

Workload indicators are changed to segregate fleet vehicles that are owned by the motor pool and those that are owned by other departments. The charge for monthly fixed cost is not assessed on vehicles owned by other departments because Fleet Management is not responsible for their eventual replacement.

#### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

##### **STAFFING CHANGES**

The Motor Pool division will transfer 3.0 positions (1.0 Fiscal Clerk III and 2.0 Motor Pool Assistants) to the Fleet Management Garage (ICB VHS). This transfer is incorporated to better align job function by fund and is reflected by a reduction of salaries and benefits. In addition, 1.0 Public Service Employee and 0.1 budgeted Fiscal Clerk III overtime are deleted.

##### **PROGRAM CHANGES**

None.

##### **OTHER CHANGES**

Services and supplies are decreased and transfers are increased to reflect the GASB 34 accounting change required to properly record Motor Pool reimbursements to the Garage for vehicle maintenance and administrative overhead.

#### IV. VACANT POSITION IMPACT

None.

#### V. OTHER POLICY ITEMS

None.

#### VI. FEE CHANGES

None.

GROUP: Internal Services  
DEPARTMENT: Fleet Management - Motor Pool  
FUND: Internal Services IBA VHS

FUNCTION: General  
ACTIVITY: Central Motor Pool

## ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<b><u>Appropriation</u></b>					
Salaries and Benefits	556,087	675,301	28,134	-	703,435
Services and Supplies	6,311,514	5,204,508	(97,503)	-	5,107,005
Central Computer	4,482	4,482	(2,042)	-	2,440
Transfers	-	-	(179)	-	(179)
Total Exp Authority	6,872,083	5,884,291	(71,590)	-	5,812,701
Reimbursements	-	-	-	-	-
Total Appropriation	6,872,083	5,884,291	(71,590)	-	5,812,701
Depreciation	1,900,000	2,766,294	-	-	2,766,294
Total Operating Expense	8,772,083	8,650,585	(71,590)	-	8,578,995
<b><u>Revenue</u></b>					
Use of Money & Prop	165,000	165,000	-	-	165,000
Current Services	9,852,000	10,652,000	-	-	10,652,000
Other Revenue	1,206,209	-	-	-	-
Other Financing	173,267	175,000	-	-	175,000
Total Revenue	11,396,476	10,992,000	-	-	10,992,000
Rev Over/(Under) Exp	2,624,393	2,341,415	71,590	-	2,413,005
Budgeted Staff		8.1	-	-	8.1
<b><u>Fixed Asset Exp.</u></b>					
Vehicles	4,500,000	6,000,000	-	-	6,000,000
Total Fixed Assets	4,500,000	6,000,000	-	-	6,000,000

GROUP: Internal Services  
DEPARTMENT: Fleet Management - Motor Pool  
FUND: Internal Services IBA VHS

FUNCTION: General  
ACTIVITY: Central Motor Pool

## ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G		I		K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget (Adjusted)	Restoration	Budget
<b><u>Appropriation</u></b>							
Salaries and Benefits	703,435	(505,837)	197,598	-	197,598	-	197,598
Services and Supplies	5,107,005	(4,361,734)	745,271	-	745,271	-	745,271
Central Computer	2,440	-	2,440	-	2,440	-	2,440
Transfers	(179)	5,143,481	5,143,302	-	5,143,302	-	5,143,302
Total Exp Authority	5,812,701	275,910	6,088,611	-	6,088,611	-	6,088,611
Reimbursements	-	(300,000)	(300,000)	-	(300,000)	-	(300,000)
Total Appropriation	5,812,701	(24,090)	5,788,611	-	5,788,611	-	5,788,611
Depreciation	2,766,294	(139,896)	2,626,398	-	2,626,398	-	2,626,398
Total Operating Expense	8,578,995	(163,986)	8,415,009	-	8,415,009	-	8,415,009
<b><u>Revenue</u></b>							
Use of money & Prop	165,000	-	165,000	-	165,000	-	165,000
Current Services	10,652,000	(2,352,935)	8,299,065	-	8,299,065	-	8,299,065
Other Revenue	-	2,626,398	2,626,398	-	2,626,398	-	2,626,398
Other Financing	175,000	-	175,000	-	175,000	-	175,000
Total Revenue	10,992,000	273,463	11,265,463	-	11,265,463	-	11,265,463
Rev Over/(Under) Exp	2,413,005	437,449	2,850,454	-	2,850,454	-	2,850,454
Budgeted Staffing	8.1	(4.1)	4.0	-	4.0	-	4.0
<b><u>Fixed Asset Exp.</u></b>							
Vehicles	6,000,000	(1,800,000)	4,200,000	-	4,200,000	-	4,200,000
Total Fixed Assets	6,000,000	(1,800,000)	4,200,000	-	4,200,000	-	4,200,000

## FLEET MANAGEMENT

### Base Year Adjustments

Salaries and Benefits	9,826	MOU.
	16,324	Retirement.
	1,984	Risk Management Workers' Comp.
	<u>28,134</u>	
Services and Supplies	<u>(97,503)</u>	Risk Management liabilities.
Central Computer	<u>(2,042)</u>	
Transfers	<u>(179)</u>	Incremental change in EHAP.
Total Operating Exp	<u>(71,590)</u>	
Total Revenue	<u>-</u>	
Revenue Over/(Under) Exp.	<u>71,590</u>	

### Recommended Program Funded Adjustments

Salaries and Benefits	(214,440)	Step increases offset by 1.0 Fiscal Clerk and 2.0 Motor Pool Assistants transferred to the Garage (ICB VHS), deletion of 1.0 Public Service Employee, and elimination of 0.1 budgeted Fiscal Clerk III overtime.
	<u>(291,397)</u>	GASB 34 accounting change (departmental overhead).
	<u>(505,837)</u>	
Services and Supplies	(1,583)	GASB 34 accounting change (EHAP).
	45,939	COWCAP
	(4,406,090)	GASB 34 accounting change (Motor Pool reimbursements to the Garage for vehicle maintenance).
	<u>(4,361,734)</u>	
Transfers	1,583	GASB 34 accounting change (EHAP).
	291,397	GASB 34 accounting change (Departmental overhead).
	4,850,501	GASB 34 accounting change (Motor Pool reimbursements to the Garage for vehicle maintenance).
	<u>5,143,481</u>	
Total Exp Authority	<u>275,910</u>	
Reimbursement	<u>(300,000)</u>	Garage expenses.
Depreciation	<u>(139,896)</u>	Auditor-Controller estimates.
Total Operating Expense	<u>(163,986)</u>	
Revenue		
Current Services	<u>(2,352,935)</u>	Decrease to reclassify revenue related to vehicle replacement.
Other Revenue	<u>2,626,398</u>	Reclassify revenue related to vehicle replacement.
Total Revenue	<u>273,463</u>	
Rev Over/(Under) Exp	<u>437,449</u>	
Total Fixed Assets	<u>(1,800,000)</u>	Decrease the number of vehicles to be purchased from 300 to 200.

**OVERVIEW OF BUDGET**

**DEPARTMENT: PURCHASING**  
**DIRECTOR: AURELIO W. DE LA TORRE**

	<b>2003-04</b>				
	<b>Operating Exp/ Appropriation</b>	<b>Revenue</b>	<b>Local Cost</b>	<b>Revenue Over/ (Under) Exp</b>	<b>Staffing</b>
Purchasing	1,112,209	10,000	1,102,209.0		18.0
Central Stores	8,306,235	8,510,000		203,765	15.0
Mail/Courier Services	7,870,713	8,100,000		229,287	35.0
Printing Services	2,641,808	2,805,000		163,192	18.0
<b>TOTAL</b>	<b>19,930,965</b>	<b>19,425,000</b>	<b>1,102,209</b>	<b>596,244</b>	<b>86.0</b>

**BUDGET UNIT: PURCHASING (AAA PUR)****I. GENERAL PROGRAM STATEMENT**

The Purchasing Department is responsible for the acquisition of equipment, services, and supplies used by County Departments and Board-governed Districts. In addition, it is responsible for the management of three internal service programs (Printing Services, Central Stores, and Central Mail Services) through its ISF Divisions. It also manages and arranges for the sale of county surplus property.

**II. BUDGET & WORKLOAD HISTORY**

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Estimated 2002-03</b>	<b>Department Request 2003-04</b>
Total Appropriation	1,139,471	1,140,594	1,092,814	1,112,209
Total Revenue	36,225	5,000	11,390	10,000
Local Cost	1,103,246	1,135,594	1,081,424	1,102,209
Budgeted Staffing		19.1		18.0
<b><u>Workload Indicators</u></b>				
Purchase Orders	1,852	2,300	2,400	2,300
Request For Payments	62,797	62,000	66,200	65,000
Requisitions	3,772	4,700	3,500	3,500
Blanket Purchase Orders	1,714	2,000	2,200	2,100
Request For Proposals	120	200	275	300

**III.HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS****STAFFING CHANGES**

Staffing changes reflect the reduction of 0.8 Clerk III in the contracts unit as part of the 30% Cost Reduction Plan implemented and net reduction changes of 0.3 due to the conversion of 2.3 Buyer I's to 2.0 Buyer II's in the Purchasing Section.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

**IV. VACANT POSITION IMPACT**

None.

**V. OTHER POLICY ITEMS**

None.

**VI. FEE CHANGES**

None.

GROUP: Internal Services  
DEPARTMENT: Purchasing  
FUND: General AAA PUR

FUNCTION: General  
ACTIVITY: Finance

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<b><u>Appropriation</u></b>					
Salaries and Benefits	1,068,446	1,099,154	92,879	-	1,192,033
Services and Supplies	170,150	175,124	(69,341)	-	105,783
Central Computer	16,125	14,926	(1,506)	-	13,420
Other Charges	2,187	3,835	-	-	3,835
Equipment	27,366	57,765	(55,600)	-	2,165
Transfers	-	-	183	-	183
Total Exp Authority	1,284,274	1,350,804	(33,385)	-	1,317,419
Less:					
Reimbursements	(191,460)	(210,210)	-	-	(210,210)
Total Appropriation	1,092,814	1,140,594	(33,385)	-	1,107,209
<b><u>Revenue</u></b>					
State Aid	195	-	-	-	-
Other Revenue	11,195	5,000	-	-	5,000
Total Revenue	11,390	5,000	-	-	5,000
Local Cost	1,081,424	1,135,594	(33,385)	-	1,102,209
Budgeted Staffing		19.1		-	19.1

PURCHASING

GROUP: Internal Services  
DEPARTMENT: Purchasing  
FUND: General AAA PUR

FUNCTION: General  
ACTIVITY: Finance

PURCHASING

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G	H	I	J	I+J
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget	Restoration	Budget
					(Adjusted)		
<b>Appropriation</b>							
Salaries and Benefits	1,192,033	(4,401)	1,187,632	-	<b>1,187,632</b>	-	1,187,632
Services and Supplies	105,783	(13,258)	92,525	-	<b>92,525</b>	-	92,525
Central Computer	13,420	-	13,420	-	<b>13,420</b>	-	13,420
Other Charges	3,835	(2,838)	997	-	<b>997</b>	-	997
Equipment	2,165	3,618	5,783	-	<b>5,783</b>	-	5,783
Transfers	183	3,129	3,312	-	<b>3,312</b>	-	3,312
Total Exp Authority	1,317,419	(13,750)	1,303,669	-	<b>1,303,669</b>	-	1,303,669
Reimbursements	(210,210)	18,750	(191,460)	-	<b>(191,460)</b>	-	(191,460)
Total Appropriation	1,107,209	5,000	1,112,209	-	<b>1,112,209</b>	-	1,112,209
<b>Revenue</b>							
Other Revenue	<u>5,000</u>	<u>5,000</u>	<u>10,000</u>	-	<u><b>10,000</b></u>	-	<u>10,000</u>
Total Revenue	5,000	5,000	10,000	-	<b>10,000</b>	-	10,000
Local Cost	1,102,209	-	1,102,209	-	<b>1,102,209</b>	-	1,102,209
Budgeted Staffing	19.1	(1.1)	18.0	-	<b>18.0</b>	-	18.0



## PURCHASING

### Base Year Adjustments

Salaries and Benefits	31,718	MOU.
	59,747	Retirement.
	<u>1,414</u>	Risk Management Workers Comp.
	<u>92,879</u>	
Services and Supplies	(20,424)	4% Spend Down Plan.
	(50,000)	30% Cost Reduction Plan.
	<u>1,083</u>	Risk Management Liabilities.
	<u>(69,341)</u>	
Central Computer	<u>(1,506)</u>	
Equipment	(25,000)	4% Spend Down Plan.
	(30,600)	30% Cost Reduction Plan.
	<u>(55,600)</u>	
Transfers	<u>183</u>	Incremental change in EHAP.
Total Base Year Appropriation	<u>(33,385)</u>	
Total Base Year Revenue	<u>-</u>	
Total Base Year Local Cost	<u>(33,385)</u>	

### Recommended Program Funded Adjustments

Salaries and Benefits	(4,401)	Based on net reduction of 1.1 staffing involving deletion of 0.8 Clerk III, deletion of 2.3 Buyer I's and addition of 2.0 Buyer II's. This reduction is offset slightly by step increases.
Services and Supplies	(10,129)	Reduction in purchase of computers.
	(3,129)	GASB 34 Accounting Change (EHAP).
	<u>(13,258)</u>	
Other Charges	<u>(2,838)</u>	Interest reduction on completed lease.
Equipment	<u>3,618</u>	Second year of a five-year lease.
Transfers	<u>3,129</u>	GASB 34 Accounting Change (EHAP).
Reimbursements	<u>18,750</u>	Deletion of reimbursement for vehicle purchase.
Total Appropriation	<u>5,000</u>	
Revenue		
Other Revenue	<u>5,000</u>	Anticipated increase in surplus sales.
Total Revenue	<u>5,000</u>	
Local Cost	<u>-</u>	

## PURCHASING

### BUDGET UNIT: CENTRAL STORES (IAV PUR)

#### I. GENERAL PROGRAM STATEMENT

Central Stores stocks, supplies, and delivers stationery, forms, janitorial, and other high volume miscellaneous items for county departments and other local government agencies. Central Stores also maintains the surplus property pool. This program is an internal service fund, and as such, all operational costs are distributed to user departments through overhead rates.

The Purchasing – Central Stores budget unit is an Internal Service Fund (ISF). As an ISF, unrestricted net assets available at the end of a fiscal year is carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rates structure.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Estimated 2002-03</b>	<b>Department Request 2003-04</b>
Total Operating Expense	8,885,275	8,451,223	8,629,559	8,306,235
Total Revenue	9,127,369	9,115,000	8,853,030	8,510,000
Total Revenue Over/(Under) Exp	242,094	663,777	223,471	203,765
Budgeted Staffing		15.0		15.0
<b>Fixed Assets</b>	<b>30,000</b>	<b>35,000</b>	<b>-</b>	<b>35,000</b>
Unrestricted Net Assets Available at Yr End	477,471		350,000	
<b><u>Workload Indicators</u></b>				
Work Orders	42,510	40,000	38,500	37,000
Whse/Store Sales (\$)	9,112,955	9,100,000	8,500,000	8,250,000

The operating expense between budget to estimated for 2002-03 is due to additional expenses in services and supplies to meet the higher than anticipated demand by departments for materials such as paper, batteries, copier toner, printer cartridges, etc.

#### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

##### **STAFFING CHANGES**

None.

##### **PROGRAM CHANGES**

None.

##### **OTHER CHANGES**

None.

#### IV. VACANT POSITION IMPACT

The department has a 1.0 vacant budgeted position in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	1.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>0.0</u>	Retain
Total Vacant	1.0	

#### V. OTHER POLICY ITEMS

None.

#### VI. FEE CHANGES

None.

GROUP: Internal Services  
DEPARTMENT: Central Stores  
FUND: Internal Services IAV PUR

FUNCTION: General  
ACTIVITY: Central Stores

PURCHASING

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<b><u>Appropriation</u></b>					
Salaries and Benefits	577,344	558,759	52,011	-	610,770
Services and Supplies	7,947,853	7,788,216	37,539	-	7,825,755
Central Computer	11,123	11,009	1,426	-	12,435
Transfers	<u>93,239</u>	<u>93,239</u>	<u>(331)</u>	<u>-</u>	<u>92,908</u>
Total Operating Expense	8,629,559	8,451,223	90,645	-	8,541,868
<b><u>Revenue</u></b>					
Other Revenue	8,853,030	9,115,000	90,645	-	9,205,645
Total Revenue	8,853,030	9,115,000	90,645	-	9,205,645
Revenue Over/(Under) Exp.	223,471	663,777	-	-	663,777
Budgeted Staffing		15.0		-	15.0
<b><u>Fixed Asset Exp.</u></b>					
Equipment	<u>-</u>	<u>35,000</u>	<u>-</u>	<u>-</u>	<u>35,000</u>
Total Fixed Assets	-	35,000	-	-	35,000

GROUP: Internal Services  
DEPARTMENT: Central Stores  
FUND: Internal Services IAV PUR

FUNCTION: General  
ACTIVITY: Central Stores

## ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<b><u>Appropriation</u></b>							
Salaries and Benefits	610,770	27,770	638,540	(31,686)	<b>606,854</b>	-	606,854
Services and Supplies	7,825,755	(262,650)	7,563,105	-	<b>7,563,105</b>	-	7,563,105
Central Computer	12,435	-	12,435	-	<b>12,435</b>	-	12,435
Transfers	<u>92,908</u>	<u>(753)</u>	<u>92,155</u>	<u>-</u>	<u><b>92,155</b></u>	<u>-</u>	<u>92,155</u>
Total Operating Expense	8,541,868	(235,633)	8,306,235	(31,686)	<b>8,274,549</b>	-	8,274,549
<b><u>Revenue</u></b>							
Current Services	<u>9,205,645</u>	<u>(695,645)</u>	<u>8,510,000</u>	<u>(31,686)</u>	<u><b>8,478,314</b></u>	<u>-</u>	<u>8,478,314</u>
Total Revenue	9,205,645	(695,645)	8,510,000	(31,686)	<b>8,478,314</b>	-	8,478,314
Revenue Over/(Under) Exp.	663,777	(460,012)	203,765	-	<b>203,765</b>	-	203,765
Budgeted Staffing	15.0	-	15.0	(1.0)	<b>14.0</b>	-	14.0
<b><u>Fixed Asset Exp.</u></b>							
Equipment	<u>35,000</u>	<u>-</u>	<u>35,000</u>	<u>-</u>	<u><b>35,000</b></u>	<u>-</u>	<u>35,000</u>
Total Fixed Assets	35,000	-	35,000	-	<b>35,000</b>	-	35,000

## PURCHASING

### Base Year Adjustments

Salaries and Benefits	17,688	MOU.
	31,426	Retirement.
	2,897	Risk Managemnet Workers Comp.
	<u>52,011</u>	
Services and Supplies	<u>37,539</u>	Risk Management Liabilities.
Central Computer	<u>1,426</u>	
Transfers	<u>(331)</u>	Incremental change in EHAP.
Total Operating Expense	<u>90,645</u>	
Total Revenue	<u>90,645</u>	Increase in Central Stores orders.
Total Rev Over/(Under) Exp	<u>-</u>	

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### Recommended Program Funded Adjustments

Salaries and Benefits	<u>27,770</u>	Additional increase due to anticipated step increases.
Services and Supplies	(259,718)	It is expected that with the county spenddown, this category will decrease accordingly.
	<u>(2,932)</u>	GASB 34 Accounting Change (EHAP).
	<u>(262,650)</u>	
Transfers	2,565	Increase in admin. fees.
	2,932	GASB 34 Accounting Change (EHAP) placing this expense in this category.
	<u>(6,250)</u>	Delete proportional share of vehicle purchase.
	<u>(753)</u>	
Total Operating Expense	<u>(235,633)</u>	
Revenue		
Current Services	<u>(695,645)</u>	Anticipated decrease in Central Store orders.
Total Revenue	<u>(695,645)</u>	
Rev Over/(Under) Exp	<u>(460,012)</u>	

## PURCHASING

### Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Revenue Over/(Under)
Vacant Budgeted Not In Recruitment - Delete	1	1.0	31,686	31,686	-
Vacant Budgeted In Recruitment - Retain	-	-	-	-	-
Total Vacant	1	1.0	31,686	31,686	-
Recommended Restoration of Vacant Deleted		-	-	-	-

### Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Revenue Over/(Under)
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Note: If position is seasonal indicate next to Classification (Seasonal - May through August)

#### Vacant Budgeted Not In Recruitment

<i>Clerk II</i>	9426	(1.0)	(31,686)	(31,686)	-
Subtotal Recommended - <b>Delete</b>		(1.0)	(31,686)	(31,686)	-
Subtotal Recommended - <b>Retain</b>		-	-	-	-
Total Slated for Deletion		(1.0)	(31,686)	(31,686)	-

#### Vacant Budgeted In Recruitment - **Retain**

Total in Recruitment Retain		-	-	-	-
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NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.  
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

## PURCHASING

### BUDGET UNIT: MAIL/COURIER SERVICES (IAY PUR)

#### I. GENERAL PROGRAM STATEMENT

Mail/Courier Services provides interoffice, U.S. Postal, and courier services to agencies, departments, and special districts within the county.

The Purchasing – Mail/Courier Service budget unit is an Internal Service Fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year is carried over to the next fiscal year and are used for working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rates structure.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	6,831,149	7,608,480	7,646,323	7,870,713
Total Revenue	6,893,169	7,900,000	7,825,000	8,100,000
Revenue Over/(Under)	62,020	291,520	178,677	229,287
Budgeted Staffing		35.0		35.0
Fixed Assets	27,721	54,196	31,247	56,843
Unrestricted Net Assets Available at Yr End	439,133		350,000	
<b><u>Workload Indicators</u></b>				
Interoffice Mail Pickup-Delivery	151,835	150,000	152,894	153,787
Inserting/Intel Insert	8,198,148	8,200,000	8,254,499	8,300,000
Folding/Tab-Label	12,133,771	13,000,000	12,036,438	13,200,000
Bus Rply/Postage Due	201,305	175,000	295,413	320,000
Mail Pieces Processed	14,106,854	14,300,000	14,471,139	14,500,000

#### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

##### **STAFFING CHANGES**

None.

##### **PROGRAM CHANGES**

None.

##### **OTHER CHANGES**

None.

#### IV. VACANT POSITION IMPACT

The department has a total of 1.0 vacant budgeted position in their 2003-04 Department Request Budget. The breakdown of this position is as follows:

Vacant Budgeted Not In Recruitment	1.0	Slated for Deletion
Vacant Budgeted In Recruitment	0.0	Retain
Total Vacant	1.0	

The department did not submit a vacant position restoration request.

#### V. OTHER POLICY ITEMS

None.

#### VI. FEE CHANGES

None.

GROUP: Internal Services  
DEPARTMENT: Central Mail Services  
FUND: Internal Services IAY PUR

FUNCTION: General  
ACTIVITY: Mail & Courier Services

## ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<b><u>Appropriation</u></b>					
Salaries and Benefits	1,123,098	1,096,000	100,730	-	1,196,730
Services and Supplies	6,456,652	6,416,552	777	-	6,417,329
Central Computer	4,597	5,509	(3,231)	-	2,278
Other Charges	1,897	30,340	-	-	30,340
Transfers	<u>49,079</u>	<u>49,079</u>	<u>(578)</u>	<u>-</u>	<u>48,501</u>
Total Appropriation	7,635,323	7,597,480	97,698	-	7,695,178
Depreciation	11,000	11,000	-	-	11,000
Total Operating Expense	7,646,323	7,608,480	97,698	-	7,706,178
<b><u>Revenue</u></b>					
Current Services	7,550,000	7,600,000	97,698	-	7,697,698
Other Revenue	<u>275,000</u>	<u>300,000</u>	<u>-</u>	<u>-</u>	<u>300,000</u>
Total Revenue	7,825,000	7,900,000	97,698	-	7,997,698
Revenue Over/(Under) Exp.	178,677	291,520	-	-	291,520
Budgeted Staffing		35.0	-	-	35.0
<b><u>Fixed Asset Exp.</u></b>					
Vehicle	20,000	20,000	-	-	20,000
Lease	<u>11,247</u>	<u>34,196</u>	<u>-</u>	<u>-</u>	<u>34,196</u>
Total Fixed Assets	31,247	54,196	-	-	54,196



GROUP: Internal Services  
DEPARTMENT: Central Mail Services  
FUND: Internal Services IAY PUR

FUNCTION: General  
ACTIVITY: Mail & Courier Services

## ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<b><u>Appropriation</u></b>							
Salaries and Benefits	1,196,730	93,329	1,290,059	(32,296)	<b>1,257,763</b>	-	1,257,763
Services and Supplies	6,417,329	52,843	6,470,172	-	<b>6,470,172</b>	-	6,470,172
Central Computer	2,278	-	2,278	-	<b>2,278</b>	-	2,278
Other Charges	30,340	(12,599)	17,741	-	<b>17,741</b>	-	17,741
Transfers	<u>48,501</u>	<u>2,962</u>	<u>51,463</u>	-	<b><u>51,463</u></b>	-	<u>51,463</u>
Total Appropriation	7,695,178	136,535	7,831,713	(32,296)	<b>7,799,417</b>	-	7,799,417
Depreciation	<u>11,000</u>	<u>28,000</u>	<u>39,000</u>	-	<b><u>39,000</u></b>	-	<u>39,000</u>
Total Operating Expense	7,706,178	164,535	7,870,713	(32,296)	<b>7,838,417</b>	-	7,838,417.00
<b><u>Revenue</u></b>							
Current Services	7,697,698	102,302	7,800,000	(32,296)	<b>7,767,704</b>	-	7,767,704
Other Revenue	<u>300,000</u>	-	<u>300,000</u>	-	<b><u>300,000</u></b>	-	<u>300,000</u>
Total Revenue	7,997,698	102,302	8,100,000	(32,296)	<b>8,067,704</b>	-	8,067,704
Revenue Over/(Under) Exp.	291,520	(62,233)	229,287	-	<b>229,287</b>	-	229,287
Budgeted Staffing	35.0	-	35.0	(1.0)	<b>34.0</b>	-	34.0
<b><u>Fixed Asset Exp.</u></b>							
Vehicles	20,000	(20,000)	-	-	-	-	-
Lease	<u>34,196</u>	<u>22,647</u>	<u>56,843</u>	-	<b><u>56,843</u></b>	-	<u>56,843</u>
Total Fixed Assets	54,196	2,647	56,843	-	<b>56,843</b>	-	56,843

## PURCHASING

### Base Year Adjustments

Salaries and Benefits	36,459	MOU.
	63,237	Retirement.
	1,034	Risk Management Workers Comp.
	<u>100,730</u>	
Services and Supplies	<u>777</u>	Risk Management Liabilities.
Central Computer	<u>(3,231)</u>	
Transfers	<u>(578)</u>	Incremental change in EHAP.
Total Operating Expense	<u>97,698</u>	
Total Revenue	<u>97,698</u>	Increase anticipated from Board approved mail rates.
Revenue Over/(Under) Exp	<u>-</u>	

### Recommended Program Funded Adjustments

Salaries and Benefits	86,941	Additional increase due to salary step increases.
	6,388	Workers Comp. Experience Modification.
	<u>93,329</u>	
Services and Supplies	59,489	Increase is primarily due to a substantial increase in COWCAP charges.
	(6,646)	GASB 34 Accounting Change (EHAP).
	<u>52,843</u>	
Other Charges	<u>(12,599)</u>	There is an anticipated net decrease in Interest due.
Transfers	2,566	Increase in administration (AAA PUR) reimbursement.
	6,646	GASB 34 Accounting Change (EHAP).
	(6,250)	Delete proportional share of vehicle purchase.
	<u>2,962</u>	
Depreciation	<u>28,000</u>	Increase due to depreciation on new equipment.
Total Operating Expense	<u>164,535</u>	
Revenue		
Current Services	102,302	Total anticipated increase from Board approved mail rates is \$200,000 with \$97,698 applied to offset base year adjustment costs. Mail rates were last adjusted five years ago.
	<u>102,302</u>	
Total Revenue	<u>102,302</u>	
Total Rev Over/(Under) Exp	<u>(62,233)</u>	
Fixed Asset Exp		
Vehicles	<u>(20,000)</u>	No anticipated expense.
Lease	22,647	Increase due to lease-purchase of two replacement non-intelligent inserters with six stations at a cost of \$140,000. This equipment is required for the day-to-day handling of the mail products and is a 5-year lease-purchase.
	<u>2,647</u>	
Total Fixed Assets	<u>2,647</u>	

## PURCHASING

### Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Revenue Over/(Under)
Vacant Budgeted Not In Recruitment - Delete	1	1.0	32,296	32,296	-
Vacant Budgeted In Recruitment - Retain	-	-	-	-	-
Total Vacant	1	1.0	32,296	32,296	-
Recommended Restoration of Vacant Deleted		-	-	-	-

### Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Revenue Over/(Under)
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Note: If position is seasonal indicate next to Classification (Seasonal - May through August)

#### Vacant Budgeted Not In Recruitment

<i>Mail Clerk II</i>	75743	(1.0)	(32,296)	(32,296)	-
Subtotal Recommended - <b>Delete</b>		(1.0)	(32,296)	(32,296)	-
Subtotal Recommended - <b>Retain</b>		-	-	-	-
Total Slated for Deletion		(1.0)	(32,296)	(32,296)	-

#### Vacant Budgeted In Recruitment - **Retain**

Total in Recruitment Retain	-	-	-	-	-
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NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.  
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

## PURCHASING

### BUDGET UNIT: PRINTING SERVICES (IAG PUR)

#### I. GENERAL PROGRAM STATEMENT

Printing Services composes, sets, prints, collates, and binds county forms, pamphlets, and reports. This program is an internal service fund and as such, all operational costs are distributed to user departments through overhead rates.

The Purchasing – Printing Services budget unit is an Internal Service Fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year is carried over to the next fiscal year and are used for working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rates structure.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Estimated 2002-03</b>	<b>Department Request 2003-04</b>
Total Operating Expense	2,615,521	2,666,312	2,540,228	2,641,808
Total Revenue	2,557,341	2,800,000	2,700,000	2,805,000
Total Revenue Over/(Under) Exp	(58,180)	133,688	159,772	163,192
Budgeted Staffing		18.0		18.0
<b>Fixed Assets</b>	<b>143,700</b>	<b>81,887</b>	<b>46,229</b>	<b>208,179</b>
Unrestricted Net Assets Available at Yr End	726,848		550,000	
<b><u>Workload Indicators</u></b>				
Printed Pages - Units	75,713,806	80,000,000	80,000,000	76,000,000
Graphic Arts - Hrs. Billed	3,245	4,000	3,200	3,500

#### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

##### **STAFFING CHANGES**

None.

##### **PROGRAM CHANGES**

None.

##### **OTHER CHANGES**

None.

#### IV. VACANT POSITION IMPACT

The department has a total of 1.0 vacant budgeted position in their 2003-04 Department Request Budget. The breakdown of this position is as follows:

Vacant Budgeted Not In Recruitment	1.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>0.0</u>	Retain
Total Vacant	1.0	

The department did not submit a vacant position restoration request.

#### V. OTHER POLICY ITEMS

None.

#### VI. FEE CHANGES

None.

GROUP: Internal Services  
DEPARTMENT: Printing Services  
FUND: Internal Services IAG PUR

FUNCTION: General  
ACTIVITY: Printing

PURCHASING

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
<b>Appropriation</b>					
Salaries and Benefits	721,194	754,330	75,394	-	829,724
Services and Supplies	1,677,021	1,773,506	704	-	1,774,210
Central Computer	5,504	3,633	1,211	-	4,844
Other Charges	7,617	5,951	-	-	5,951
Transfers	40,550	40,550	(397)	-	40,153
Total Exp Authority	2,451,886	2,577,970	76,912	-	2,654,882
Reimbursements	(42,658)	(42,658)	-	-	(42,658)
Total Appropriation	2,409,228	2,535,312	76,912	-	2,612,224
Depreciation	131,000	131,000	-	-	131,000
Total Operating Expense	2,540,228	2,666,312	76,912	-	2,743,224
<b>Revenue</b>					
Current Services	2,700,000	2,800,000	76,912	-	2,876,912
Total Revenue	2,700,000	2,800,000	76,912	-	2,876,912
Revenue Over/(Under) Exp.	159,772	133,688	-	-	133,688
Budgeted Staffing		18.0	-	-	18.0
<b>Fixed Asset Exp.</b>					
Equipment	1,008	35,000	-	-	35,000
Lease	45,221	46,887	-	-	46,887
Total Fixed Assets	46,229	81,887	-	-	81,887

GROUP: Internal Services  
DEPARTMENT: Printing Services  
FUND: Internal Services IAG PUR

FUNCTION: General  
ACTIVITY: Printing

PURCHASING

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G	H	I	J	K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget	Restoration	Budget
					(Adjusted)		
<b>Appropriation</b>							
Salaries and Benefits	829,724	17,743	847,467	(38,453)	809,014	-	809,014
Services and Supplies	1,774,210	(138,423)	1,635,787	-	1,635,787	-	1,635,787
Central Computer	4,844	-	4,844	-	4,844	-	4,844
Other Charges	5,951	(4,872)	1,079	-	1,079	-	1,079
Transfers	40,153	(2,732)	37,421	-	37,421	-	37,421
Total Exp Authority	2,654,882	(128,284)	2,526,598	(38,453)	2,488,145	-	2,488,145
Reimbursements	(42,658)	(5,132)	(47,790)	-	(47,790)	-	(47,790)
Total Appropriation	2,612,224	(133,416)	2,478,808	(38,453)	2,440,355	-	2,440,355
Depreciation	131,000	32,000	163,000	-	163,000	-	163,000
Total Operating Expense	2,743,224	(101,416)	2,641,808	(38,453)	2,603,355	-	2,603,355
<b>Revenue</b>							
Current Services	2,876,912	(71,912)	2,805,000	(38,453)	2,766,547	-	-
Total Revenue	2,876,912	(71,912)	2,805,000	(38,453)	2,766,547	-	2,766,547
Revenue Over/(Under) Exp.	133,688	29,504	163,192	-	163,192	-	163,192
Budgeted Staffing	18.0	-	18.0	(1.0)	17.0	-	17.0
<b>Fixed Asset Exp.</b>							
Equipment	35,000	125,000	160,000	-	160,000	-	160,000
Lease	46,887	1,292	48,179	-	48,179	-	48,179
Total Fixed Assets	81,887	126,292	208,179	-	208,179	-	208,179

## PURCHASING

### Base Year Adjustments

Salaries and Benefits	23,611	MOU.
	42,926	Retirement.
	<u>8,857</u>	Risk Management Workers Comp.
	<u>75,394</u>	
Services and Supplies	<u>704</u>	Risk Management Liabilities.
Central Computer	<u>1,211</u>	
Transfers	<u>(397)</u>	Incremental change in EHAP.
Total Expense Change	<u>76,912</u>	
Total Revenue Change	<u>76,912</u>	Increase in printing services.
Total Rev Over/(Under) Change	<u>-</u>	

### Recommended Program Funded Adjustments

Salaries and Benefits	<u>17,743</u>	Additional increase due to step increases.
Services and Supplies	(134,905)	Decrease due to anticipated spenddown of county departments.
	<u>(3,518)</u>	GASB 34 Accounting Change (EHAP).
	<u>(138,423)</u>	
Other Charges	<u>(4,872)</u>	Due to less interest due on current Lease/purchases.
Transfers	3,518	GASB 34 Accounting Change (EHAP) placing expense in this category.
	<u>(6,250)</u>	Delete proportional share of vehicle purchase.
	<u>(2,732)</u>	
Total Exp Authority	<u>(128,284)</u>	
Reimbursements	<u>(5,132)</u>	Anticipated increase from Centarl Mail and Central Stores.
Depreciation	<u>32,000</u>	Additional depreciation due for anticipated purchase of equipment.
Total Operating Exp	<u>(101,416)</u>	
Revenue		
Current Services	(71,912)	Net decrease anticipated in revenue.
Total Revenue	<u>(71,912)</u>	
Rev Over/(Under) Exp	<u>(29,504)</u>	
Fixed Asset Exp		
Equipment	125,000	Net increase in capital equipment due to the purchase of a CTP (Computer to Plate) system at a cost of \$160,000. This purchase will save county departments a minimum of \$21.00 per order as it will enable Graphic Arts to go from designing on a computer to outputting a plate for the job to be printed.
Lease	<u>1,292</u>	Net increase in principal due on current lease/purchases.
Total Fixed Assets	<u>126,292</u>	

## PURCHASING

### Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Revenue Over/(Under)
Vacant Budgeted Not In Recruitment - Delete	1	1.0	38,453	38,453	-
Vacant Budgeted In Recruitment - Retain	-	-	-	-	-
Total Vacant	1	1.0	38,453	38,453	-
Recommended Restoration of Vacant Deleted		-	-	-	-

### Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Revenue Over/(Under)
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Note: If position is seasonal indicate next to Classification (Seasonal - May through August)

Vacant Budgeted Not In Recruitment

<i>Graphics Technician</i>	75742	(1.0)	(38,453)	(38,453)	-
Subtotal Recommended - <b>Delete</b>		(1.0)	(38,453)	(38,453)	-
Subtotal Recommended - <b>Retain</b>		-	-	-	-
Total Slated for Deletion		(1.0)	(38,453)	(38,453)	-

Vacant Budgeted In Recruitment - **Retain**

Total in Recruitment Retain		-	-	-	-
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NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.  
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.



## OVERVIEW OF BUDGET

DEPARTMENT: REAL ESTATE SERVICES  
DIRECTOR: DAVID H. SLAUGHTER

2003-04

	<u>Operating Exp/ Appropriation</u>	<u>Revenue</u>	<u>Local Cost</u>	<u>Fund Balance</u>	<u>Staffing</u>
Real Estate Services	2,264,196	1,573,500	690,696		26.0
Rents And Leases	571,138	323,000	248,138		-
Chino Agric Preserve	3,900,640	862,498		3,038,142	-
TOTAL	6,735,974	2,758,998	938,834	3,038,142	26.0

BUDGET UNIT: REAL ESTATE SERVICES (AAA RPR)

### I. GENERAL PROGRAM STATEMENT

Real Estate Services provides for the administration of lease contracts; the negotiation of new lease contracts; and appraisal, acquisition, and relocation assistance for all county departments and agencies. Reimbursable services are also provided to SANBAG, State of California, and various cities throughout the county, upon request.

### II. BUDGET & WORKLOAD HISTORY

	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Estimated 2002-03</u>	<u>Department Request 2003-04</u>
Total Appropriation	1,358,494	2,263,523	1,955,802	2,264,196
Total Revenue	946,310	1,546,921	1,318,000	1,573,500
Local Cost	412,184	716,602	637,802	690,696
Budgeted Staffing		28.0		26.0
<b><u>Workload Indicators</u></b>				
Total hours billed	48,853	44,000		
Number of leases	216	230		
Appraisals / Aquisitions (hours)			13,200	16,400
Property Management (hours)			12,600	14,200

Workload indicators are revised to more accurately reflect the level of professional services provided. The number of leases managed are now included as a workload indicator in the Rents budget (AAA RNT).

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

#### **STAFFING CHANGES**

Included in base year adjustments is the deletion of 2.0 Real Property Agent II, which is a portion of the department's 30% Cost Reduction Plan implemented.

#### **PROGRAM CHANGES**

None.

#### **OTHER CHANGES**

None.

## REAL ESTATE SERVICES

### IV. VACANT POSITION IMPACT

The department has a total of 4.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant budgeted not in recruitment	4.0	Slated for deletion
Vacant Budgeted In Recruitment	<u>0.0</u>	Retain
Total vacant	4.0	

#### **Vacant Position Restoration Request:**

The department has a submitted policy item for the restoration of 2.0 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends Policy Item #1, which would restore 2.0 Real Property Agent (RPA) III positions. This restoration is being recommended because these positions will enable the department to meet its expected workload and the cost of these positions will be fully reimbursed by service fees charged to the department's customers.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	Real Estate Services	2.0 \$182,470 Revenue Supported	These RPA III positions will provide property management, appraisal, and acquisition services.

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

None.

GROUP: Internal Services  
DEPARTMENT: Real Estate Services  
FUND: General AAA RPR

FUNCTION: General  
ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<b><u>Appropriation</u></b>					
Salaries and Benefits	1,698,013	1,922,691	11,728	-	1,934,419
Services and Supplies	221,774	303,670	(73,503)	-	230,167
Central Computer	17,015	17,162	(4,331)	-	12,831
Transfers	19,000	20,000	-	-	20,000
Total Exp Authority	1,955,802	2,263,523	(66,106)	-	2,197,417
Reimbursements	-	-	-	-	-
Total Appropriation	1,955,802	2,263,523	(66,106)	-	2,197,417
<b><u>Revenue</u></b>					
Use of Money & Prop	46,000	-	-	-	-
State Aid	1,700	-	-	-	-
Current Services	1,270,300	1,546,921	(40,200)	-	1,506,721
Total Revenue	1,318,000	1,546,921	(40,200)	-	1,506,721
Local Cost	637,802	716,602	(25,906)	-	690,696
Budgeted Staffing		28.0	(2.0)	-	26.0

GROUP: Internal Services  
DEPARTMENT: Real Estate Services  
FUND: General AAA RPR

FUNCTION: General  
ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<b>Appropriation</b>							
Salaries and Benefits	1,934,419	45,889	1,980,308	(304,201)	<b>1,676,107</b>	182,470	1,858,577
Services and Supplies	230,167	16,585	246,752	-	<b>246,752</b>	-	246,752
Central Computer	12,831	-	12,831	-	<b>12,831</b>	-	12,831
Transfers	<u>20,000</u>	<u>4,305</u>	<u>24,305</u>	-	<u><b>24,305</b></u>	-	<u>24,305</u>
Total Exp Authority	2,197,417	66,779	2,264,196	(304,201)	<b>1,959,995</b>	182,470	2,142,465
Reimbursements	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriation	2,197,417	66,779	2,264,196	(304,201)	<b>1,959,995</b>	182,470	2,142,465
<b>Revenue</b>							
Use of Money & Prop	-	46,000	46,000	-	<b>46,000</b>	-	46,000
State Aid	-	-	-	-	-	-	-
Current Services	<u>1,506,721</u>	<u>20,779</u>	<u>1,527,500</u>	<u>(208,920)</u>	<u><b>1,318,580</b></u>	<u>182,470</u>	<u>1,501,050</u>
Total Revenue	1,506,721	66,779	1,573,500	(208,920)	<b>1,364,580</b>	182,470	1,547,050
Local Cost	690,696	-	690,696	(95,281)	<b>595,415</b>	-	595,415
Budgeted Staffing	26.0	-	26.0	(4.0)	<b>22.0</b>	2.0	24.0

## REAL ESTATE SERVICES

### Base Year Adjustments

Salaries and Benefits	49,151	MOU.
	91,318	Retirement.
	22,559	Risk Management Workers' Comp.
	<u>(151,300)</u>	30% Cost Reduction Plan - delete 2.0 Real Property Agent II.
	<u>11,728</u>	
Services and Supplies	(28,664)	4% Spend Down Plan.
	(44,611)	Risk Management liabilities.
	<u>(228)</u>	EHAP.
	<u>(73,503)</u>	
Central Computer	<u>(4,331)</u>	
Total Appropriation	<u>(66,106)</u>	
Total Revenue	<u>(40,200)</u>	30% Cost Reduction Plan.
Local Cost	<u>(25,906)</u>	

### Recommended Program Funded Adjustments

Salaries and Benefits	<u>45,889</u>	Step increases.
Services and Supplies	(5,082)	GASB 34 accounting change (EHAP).
	<u>21,667</u>	Adjustments for expected cost increases.
	<u>16,585</u>	
Transfers	5,082	GASB 34 accounting change (EHAP).
	<u>(777)</u>	Changes for personnel and payroll services.
	<u>4,305</u>	
Total Appropriation	<u>66,779</u>	
Revenue		
Use of Money & Prop	<u>46,000</u>	Vending machines and concessions.
Current Services	<u>20,779</u>	Increase to reflect increased staffing costs.
Total Revenue	<u>66,779</u>	
Local Cost	<u>-</u>	

### Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	4	4.0	304,201	208,920	95,281
Vacant Budgeted In Recruitment - Retain	-	-	-	-	-
Total Vacant	4	4.0	304,201	208,920	95,281
Recommended Restoration of Vacant Deleted		2.0	182,470	182,470	-

## REAL ESTATE SERVICES

### Vacant Position Impact Detail

	<u>Position Number</u>	<u>Budgeted Staffing</u>	<u>Salary and Benefit Amount</u>	<u>Revenue</u>	<u>Local Cost</u>
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
<b>Real Property Agent II</b>	<b>4838</b>	(1.0)	(78,687)	(23,137)	(55,550)
<b>Clerk III</b>	<b>16062</b>	(1.0)	(43,044)	(3,313)	(39,731)
Subtotal Recommended - <b>Delete</b>		(2.0)	(121,731)	(26,450)	(95,281)
Real Property Agent III	77907	(1.0)	(91,235)	(91,235)	-
Real Property Agent III	77908	(1.0)	(91,235)	(91,235)	-
Subtotal Recommended - <b>Retain</b>		(2.0)	(182,470)	(182,470)	-
Total Slated for Deletion		(4.0)	(304,201)	(208,920)	(95,281)
<u>Vacant Budgeted In Recruitment - <b>Retain</b></u>					
Total in Recruitment Retain		-	-	-	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.  
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

# REAL ESTATE SERVICES

## POLICY DESCRIPTION FORM

Department/Group: Real Estate Services/Internal Services Budget Code: AAA RPR  
 Title: Restoration

PRIORITY: Rank 1 of 1 FUNDING: Full Year ☒ Other ☐ \_\_\_\_\_ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

See Attached.

	2003-04	Ongoing 2004-05
<b>APPROPRIATIONS</b>		
Salaries & Benefits (attach additional page if required)	\$ 182,470	\$ 189,000

### CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Real Property Agent III	91,235
1.0	Real Property Agent III	91,235
_____	_____	_____

Services & Supplies

Other (specify) \_\_\_\_\_

Equipment

### FIXED ASSETS

Item	Amount
_____	_____
_____	_____
_____	_____

Reimbursements (specify) \_\_\_\_\_

Total: \$ 182,470 \$ 189,000

### REVENUE (specify source)

Current Services	182,470	189,000
_____	_____	_____
_____	_____	_____

Total: \$ 182,470 \$ 189,000

LOCAL COST \$ 0 \$ 0

## **REAL ESTATE SERVICES**

### **Policy item #1 – Restoration of 2.0 Real Property Agent III**

A Senior Real Property Agent (RPA) with ten years experience was placed on administrative leave February 1, 2002 and terminated October 24, 2002. The position was not filled pending an appeal by the employee to the Civil Service Commission. On March 19, 2003, the Commission denied the appeal for reinstatement and upheld the termination. Real Estate Services Department (RES D) desires to fill the position with a more experienced RPA III. The cost of this RPA III will be fully reimbursed by revenue from direct charges for service; will not increase local cost; and is not part of the RESD 30% Cost Reduction Plan. If this position is not filled, leases will not be properly managed and could go into holdover for extended periods.

In 2002-03 an increase in the property management, appraisal, and acquisition workload was anticipated and the budget included salary and benefit costs for two higher-level RPA positions; however, no classification action was requested pending the hiring of a new director for RESD. A new director was hired in August 2002. Subsequently, a classification study was completed. On December 10, 2002, the Board approved 2.0 RPA III positions subject to the presentation of a report on changes in leased space by department from 1997 through 2002. The report was presented on January 28, 2003. On January 29, 2003, the Board instituted a hiring freeze.

RESD has received requests for appraisal and acquisition services from county departments that cannot be satisfied at the current staffing level. An analysis of workload for 2003-04 and beyond indicates the current workload level will be sustained and likely increase. RESD can satisfy this demand for service by filling one of the higher-level positions newly budgeted in 2002-03. If this position is not filled, departments will be forced to hire less efficient, more costly consultants for appraisal and acquisition services.

The cost of this RPA III will be fully reimbursed by revenue from direct charges for service; will not increase local cost; and is not part of the RESD 30% Cost Reduction Plan.



## REAL ESTATE SERVICES

### BUDGET UNIT: RENTS (AAA RNT)

#### I. GENERAL PROGRAM STATEMENT

The Rents budget funds the rental of leased space utilized by county departments except long-term facility agreements for joint power authorities. Lease payments are reimbursed from various user departments. There is no staffing associated with this budget unit.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Estimated 2002-03</b>	<b>Department Request 2003-04</b>
Total Appropriation	1,074,021	1,053,739	688,893	571,138
Total Revenue	420,537	341,241	323,000	323,000
Local Cost	653,484	712,498	365,893	248,138
<b><u>Workload Indicators</u></b>				
Number of leases	216	230	256	256
Square feet of leased space managed			2,274,700	2,274,700

A new workload indicator, square feet of leased space managed, is added to provide additional information regarding the county's leasing activities.

#### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

##### **STAFFING CHANGES**

None.

##### **PROGRAM CHANGES**

None.

##### **OTHER CHANGES**

Beginning in 2003-04, all county paid expenditures for County Schools is transferred to one budget unit (AAA SCL), which results in a local cost decrease of \$464,360 in this budget unit.

#### IV. VACANT POSITION IMPACT

None.

#### V. OTHER POLICY ITEMS

None.

#### VI. FEE CHANGES

None.

GROUP: Internal Services  
DEPARTMENT: Real Estate Services - Rents and Leases  
FUND: General AAA RNT

FUNCTION: General  
ACTIVITY: Property Management

REAL ESTATE SERVICES

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<b><u>Appropriation</u></b>					
Services and Supplies	28,376,660	31,752,100	-	-	31,752,100
Other Charges	-	3,000	-	-	3,000
Total Exp Authority	28,376,660	31,755,100	-	-	31,755,100
Reimbursements	(27,687,767)	(30,701,361)	-	-	(30,701,361)
Total Appropriation	688,893	1,053,739	-	-	1,053,739
<b><u>Revenue</u></b>					
Use of Money & Prop	323,000	341,241	-	-	341,241
Total Revenue	323,000	341,241	-	-	341,241
Local Cost	365,893	712,498	-	-	712,498

3-5-10

GROUP: Internal Services  
DEPARTMENT: Real Estate Services - Rent and Leases  
FUND: General AAA RNT

FUNCTION: General  
ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

	E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I+J K 2003-04 Recommended Budget
<b>Appropriation</b>							
Services and Supplies	31,752,100	2,882,916	34,635,016	-	34,635,016	-	34,635,016
Other Charges	3,000	(3,000)	-	-	-	-	-
Total Exp Authority	31,755,100	2,879,916	34,635,016	-	34,635,016	-	34,635,016
Reimbursements	(30,701,361)	(3,362,517)	(34,063,878)	-	(34,063,878)	-	(34,063,878)
Total Appropriation	1,053,739	(482,601)	571,138	-	571,138	-	571,138
<b>Revenue</b>							
Use of Money & Prop	341,241	(18,241)	323,000	-	323,000	-	323,000
Total Revenue	341,241	(18,241)	323,000	-	323,000	-	323,000
Local Cost	712,498	(464,360)	248,138	-	248,138	-	248,138

Recommended Program Funded Adjustments

Services and Supplies	3,347,276	Increased expenditures for additional leased space and annual increases.
	(464,360)	Transfer appropriation to AAA SCS.
	<u>2,882,916</u>	
Other Charges	<u>(3,000)</u>	
Total Exp Authority	<u>2,879,916</u>	
Reimbursements	<u>(3,362,517)</u>	Increased reimbursements due to additional leased space and annual increases.
Total Appropriation	<u>(482,601)</u>	
Revenue		
Use of Money & Prop	<u>(18,241)</u>	Decrease lease revenue from various school districts.
Local Cost	<u>(464,360)</u>	

## REAL ESTATE SERVICES

### BUDGET UNIT: CHINO AGRICULTURAL PRESERVE (SIF INQ)

#### I. GENERAL PROGRAM STATEMENT

The Agricultural Land Post-Acquisition Program administers a special revenue fund to continue the Agricultural Land Acquisition and Preservation Program under the California Wildlife, Coastal and Parkland Conservation Act. The county contracts with the Southern California Agricultural Land Foundation (SCALF) to negotiate and manage leases, prepare conservation easements, manage properties acquired and recommend future acquisitions. Property management activities include arranging for all ordinary and emergency repairs and improvements necessary to preserve the properties at their present condition, enhance their operating efficiency or alter them to enhance lease potential and/or comply with lease requirements. Appropriations in this budget unit include a payment to SCALF for the management of the program and payment to vendors. The county receives revenues from the lease of acquired properties. There is no staffing associated with this budget unit.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Estimated 2002-03</b>	<b>Department Request 2003-04</b>
Total Appropriation	404,349	3,448,142	410,000	3,900,640
Total Revenue	976,180	841,691	841,691	862,498
Fund Balance		2,606,451		3,038,142

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, estimated requirements in this fund are less than budgeted. The amount not expended is carried over to the subsequent year's budget.

#### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

##### STAFFING CHANGES

None.

##### PROGRAM CHANGES

None.

##### OTHER CHANGES

None.

#### IV. VACANT POSITION IMPACT

None.

#### V. OTHER POLICY ITEMS

None.

#### VI. FEE CHANGES

None.

GROUP: Internal Services  
DEPARTMENT: Real Estate Services - Chino Agricultural Preserve  
FUND: Special Revenue SIF INQ

FUNCTION: Public Ways & Facilities  
ACTIVITY: Public Works

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<b><u>Appropriation</u></b>					
Services and Supplies	382,000	362,110	-	-	362,110
Other Charges	-	3,058,032	-	-	3,058,032
Contingencies	28,000	28,000	-	-	28,000
Total Appropriation	410,000	3,448,142	-	-	3,448,142
<b><u>Revenue</u></b>					
Use of Money & Prop	<u>841,692</u>	<u>841,691</u>	<u>-</u>	<u>-</u>	<u>841,691</u>
Total Revenue	841,692	841,691	-	-	841,691
Fund Balance		2,606,451	-	-	2,606,451

GROUP: Internal Services  
DEPARTMENT: Real Estate Services - Chino Agricultural Preserve  
FUND: Special Revenue SIF INQ

FUNCTION: Public Ways & Facilities  
ACTIVITY: Public Works

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<b>Appropriation</b>							
Services and Supplies	362,110	27,890	390,000	-	390,000	-	390,000
Other Charges	28,000	3,000	31,000	-	31,000	-	31,000
Contingencies	3,058,032	421,608	3,479,640	-	3,479,640	-	3,479,640
Total Appropriation	3,448,142	452,498	3,900,640	-	3,900,640	-	3,900,640
<b>Revenue</b>							
Use of Money & Prop	841,691	20,807	862,498	-	862,498	-	862,498
Total Revenue	841,691	20,807	862,498	-	862,498	-	862,498
Fund Balance	2,606,451	431,691	3,038,142	-	3,038,142	-	3,038,142

Recommended Program Funded Adjustments

Services and Supplies	27,890	Funding for mandated Water Quality Control Board (WQCB) studies.
Other charges	3,000	Increased taxes and assessments on real property.
Contingencies	431,691 (10,083)	Contingency for purchase of property Adjustment for fund balance.
	421,608	
Total Appropriation	452,498	
Revenue		
Use of Money and Property	20,807	Annual increase for lease contracts.
Total Revenue	20,807	-
Fund Balance	431,691	